

CDX User Manual

Sending Messages

All CDX Products

JONES & BARTLETT LEARNING

CDX Automotive

www.cdxauto.com/TrainingLibrary

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Sending Messages

Sending Messages to Users Sitewide

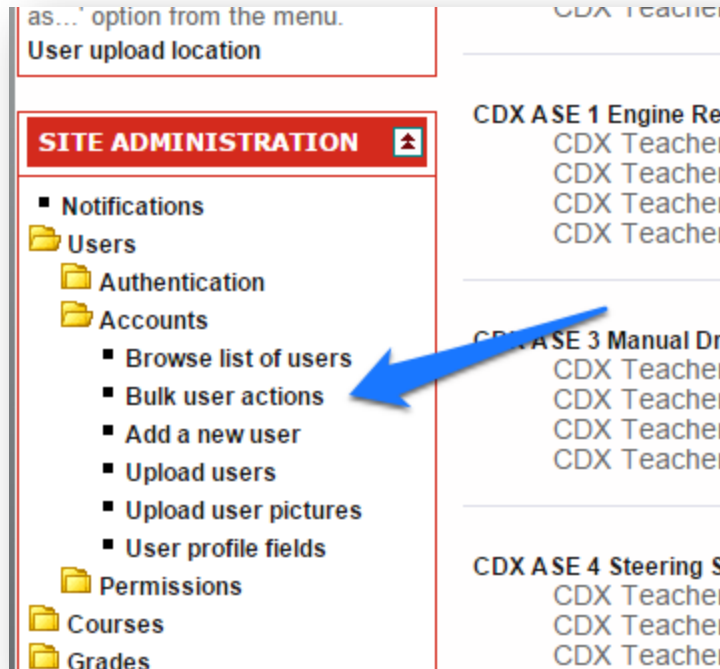
This method will allow for sending messages to users in all courses, sitewide. You will be able to select as many or as few users as you would like.

By default, users will receive a message in their message box, a popup if they are online, and an email if they have been offline for 10 or more minutes.

Be sure to have students check their spam boxes.

The screenshot shows a web interface for an online classroom. On the left is a vertical navigation menu with several sections: 'ADMINISTRATION' (containing 'Grades' and 'Profile'), 'PEOPLE' (containing 'Participants'), and 'MESSAGES' (containing 'No messages waiting Messages...'). A blue arrow points to the 'MESSAGES' section. Above the menu, there is a text box with instructions: 'Activity reports can be accessed by teachers and instructors. Please click this link to access Activity Reporting'. The main content area on the right displays a message with the following text: '1 Welcome to your online classroom environment! This course will familiarize you with the various light vehicles. The modules build your skills in a logical manner, while providing you with a solid technology. With this knowledge, you will be able to troubleshoot a... On completion of the Final Exam for this module, you will click here to create your Certificate of Completion'.

This first method requires that you are logged in as a Teacher.
Once Logged in, select “Bulk User Actions” on Site Home.



On the Bulk user Actions page, you have several options.

If you click “Show Advanced” (red arrow) you will have advanced options for filtering users.


The Available Users box (orange arrow) is added to the selected users box using “Add to selection” (blue arrow).


Finally, you choose what action you wish to perform with the “With selected users..” drop down (green arrow).


The screenshot shows the Bulk user Actions page. On the left is a navigation menu with 'SITE ADMINISTRATION' and 'ADMIN BOOKMARKS'. The main area is titled 'New filter' and contains a search box for 'Full name' with a dropdown set to 'contains' and an 'Add filter' button. A red arrow points to a '+ Show Advanced' link. Below this is the 'Users in list' section, which has two columns: 'Available' and 'Selected'. The 'Available' column lists 22 users, including Admin User, Ben Long, Casey Walker, CDX Account Manager, CDX Admin, CDX Supervisor, Cdx Teacher, CDX Tech Support, Christine Pride, Cody Thompson, Dakota Simon, Derek Booth, Ethan Gollehon, and Justin Lester. An orange arrow points to this list. The 'Selected' column shows 2 users: CDX Account Manager and Ethan Gollehon. Below the lists are buttons for 'Add to selection', 'Remove from selection', 'Add all', and 'Remove all'. A blue arrow points to the 'Add to selection' button. At the bottom, there is a 'With selected users...' dropdown menu set to 'Choose...' and a 'Go' button. A green arrow points to the 'Go' button.


If you selected “Show Advanced” to show all users, you will see this dialogue box. Select your filter options, and click to ‘Add Filter’. You may add multiple filters.


New filter * [Hide Advanced](#)


Full name  contains


Surname*  contains


First name*  contains


Email address*  contains


City/town*  contains


Country*  is any value


Confirmed*  any value


Course role*  any role


System role*  any role


First access* 
 is after
 is before Never included


Last access* 
 is after
 is before Never included

Last Login* 
 is after
 is before Never included

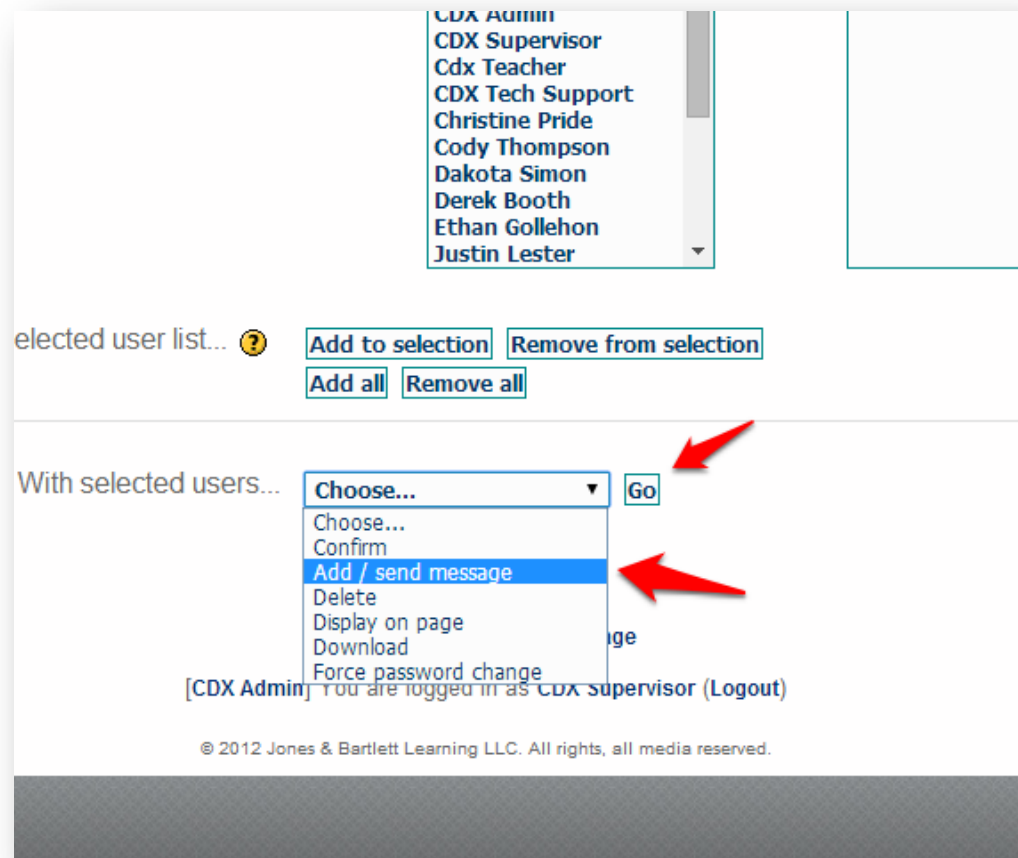
Last modified* 
 is after
 is before Never included

Username*  contains

Authentication*  any value

 [Add filter](#)

Once you set filters, and add users to the selected users box, you can select “add/send message” from the drop down, and click “go”.



Type up your message and click to “Save Changes”.


Message

Message body* ?

Test Message for Students

Format ? Moodle auto-format ▾

[Save changes](#) [Cancel](#)



It will ask to confirm sending messages.

As mentioned, this will add a message to the student's message box (accessible on their course homepage or profile), will cause a popup if logged in, or will email if offline for more than 10 minutes.

Confirmation

Test Message for Students

Do you really want to send the message above to all these users?
Ethan Gollehon

Yes No



Sending Messages to Group Members or a Course

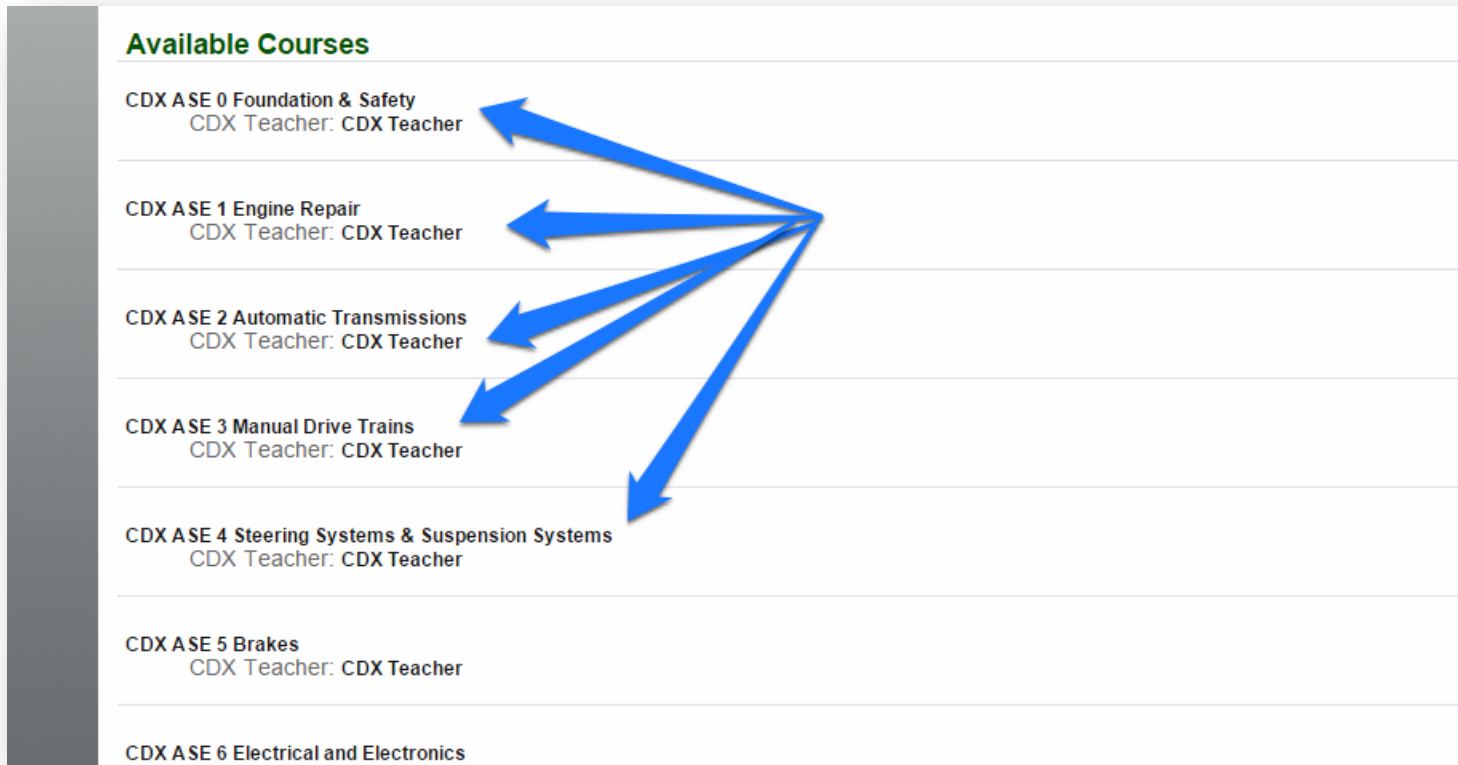
This method of sending messages only sends a message to those within the current course (ASE1, for example). You can also filter by group and role.

By default, users will receive a message in their message box, a popup if they are online, and an email if they have been offline for 10 or more minutes.

Be sure to have students check their spam boxes.

The screenshot displays a user interface for a learning management system. On the left is a sidebar with several navigation menus: 'ADMINISTRATION' (containing 'Grades' and 'Profile'), 'PEOPLE' (containing 'Participants'), and 'MESSAGES' (containing 'No messages waiting Messages...'). A blue arrow points to the 'MESSAGES' menu. Above the 'MESSAGES' menu is a text box with the message: 'Activity reports can be accessed by teachers and instructors. Please click this link to access Activity Reporting'. The main content area on the right shows a message titled '1 Welcome to your online classroom environment! This course will familiarize you with the various light vehicles. The modules build your skills in a logical manner, while providing you with a solid technology. With this knowledge, you will be able to troubleshoot a...'. Below this message, it says 'On completion of the Final Exam for this module, you will click here to create your Certificate of Completion'.

To send a message to course members, you must be logged in as a teacher. From the site homepage, open the course that you want to message, or contains the group you wish to message.



Available Courses

- CDX ASE 0 Foundation & Safety
CDX Teacher: CDX Teacher
- CDX ASE 1 Engine Repair
CDX Teacher: CDX Teacher
- CDX ASE 2 Automatic Transmissions
CDX Teacher: CDX Teacher
- CDX ASE 3 Manual Drive Trains
CDX Teacher: CDX Teacher
- CDX ASE 4 Steering Systems & Suspension Systems
CDX Teacher: CDX Teacher
- CDX ASE 5 Brakes
CDX Teacher: CDX Teacher
- CDX ASE 6 Electrical and Electronics

The image shows a list of seven CDX ASE courses. Blue arrows point from a central point on the right towards the first four course entries, highlighting them.

Then, open the people/participants list of the course:

The screenshot displays a Moodle course interface. On the left sidebar, there are several menu sections: 'ACTIVITY REPORTING', 'ADMINISTRATION' (containing links like Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Unenrol me from CDX ASE 0, and Profile), 'PEOPLE' (with a 'Participants' link highlighted by a blue arrow), and 'MESSAGES'. The main content area is titled 'ASE 0: Foundation and Safety' and contains a forum post with the text: 'The CDX Conveyor Menu System (above) allows you to select a topic by moving your mouse over... Click on the topic image above to open the course.' Below the forum post, there is a link to 'create your Certificate of Completion'. At the bottom right, there is a 'Moodle Docs for this page' link.

At the top of the participants list, you see the course you are currently in. On this page, you can select to only show a certain group (red arrow), only a certain role (yellow arrow), select all or select only certain users (orange arrows).

CDX ASE 0 Foundation & Safety

Participants Blogs Notes

Visible groups: **All participants** (red arrow)

Inactive for more than: **Select period**

Current role: **All** (yellow arrow)






User list: **Less detailed**

All participants: 5

(Accounts unused for more than 120 days are automatically unenrolled)

First name: **All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

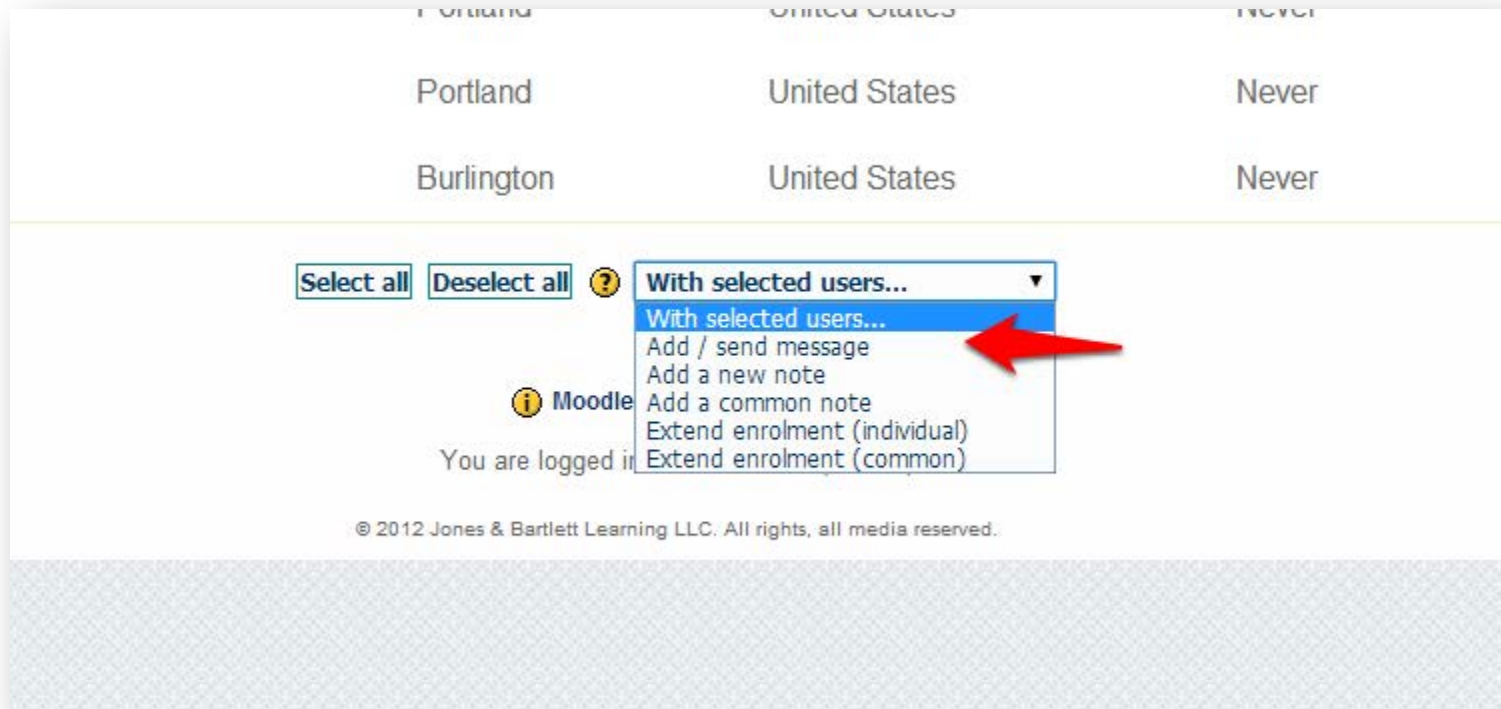
Surname: **All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Cdx Teacher	Boston	United States	88 days 3 hours	<input type="checkbox"/>
	CDX Supervisor	Boston	United States	286 days 2 hours	<input type="checkbox"/>
	New user	Portland	United States	Never	<input type="checkbox"/>
	New Teacher	Portland	United States	Never	<input type="checkbox"/>
	Test Student	Burlington	United States	Never	<input type="checkbox"/>

Select all **Deselect all** **With selected users...** (orange arrows)

(blue arrow)

Once you are done selecting, select “add/send message” from the dropdown.



Compose your message. This method of sending includes a full text editor. You can put links, images, and other items in this message.
When finished composing, click “preview”.

Added 1 new recipient

Keep searching, or use the form below to send a message to the selected students

Message body:

Trebuchet 3 (12 pt) Lang **B I U**

Test Message!

Here is a link to your assignment: www.google.com

|

Read carefully ?
Write carefully ?
Ask good questions ?
About the HTML editor ?

Path: body » div

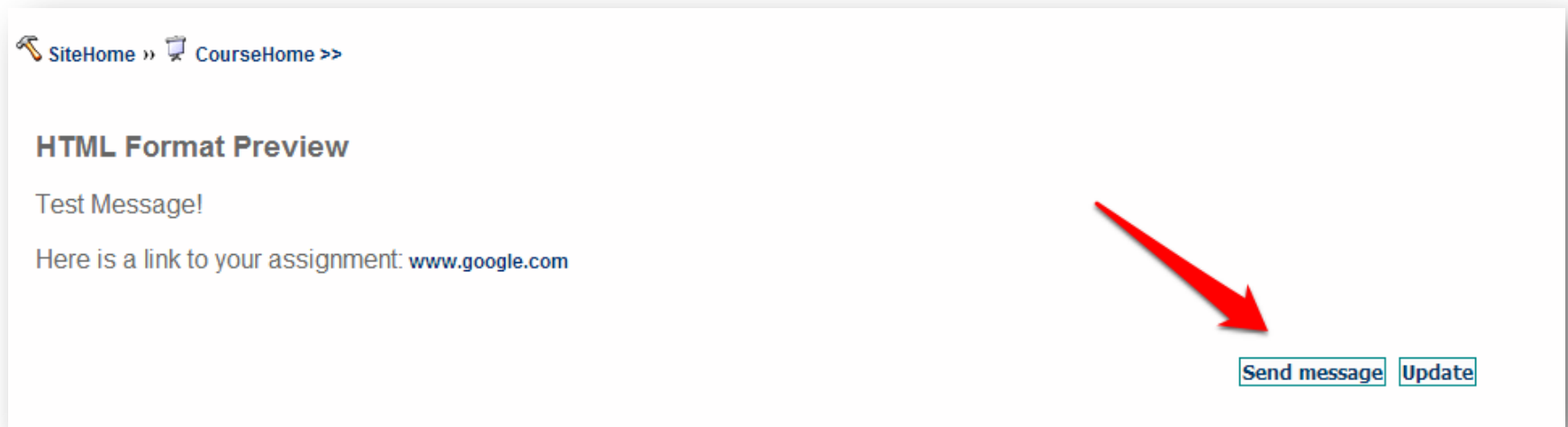
Formatting: HTML format ?

←

→ **Currently selected users**
New usernewuser1@example.com

If you are satisfied, you can send the message by clicking “Send Message”. Otherwise, you can “Update” the message.

As mentioned, this will add a message to the student's message box (accessible on their course homepage or profile), will cause a popup if logged in, or will email if offline for more than 10 minutes.



The screenshot shows a user interface for sending a message. At the top, there are navigation links: "SiteHome" with a hammer icon and "CourseHome" with a computer monitor icon, both followed by double right-pointing arrows. Below this is the heading "HTML Format Preview". The message content is "Test Message!" followed by "Here is a link to your assignment: www.google.com". At the bottom right, there are two buttons: "Send message" and "Update". A large red arrow points from the right side of the message content towards the "Send message" button.