

eFundi Tutorial: Messages



The Messages tool offers a convenient way to send and receive private messages to other participants on your site. Each module site has its own Messages tool and messages can only be sent between participants on the same site.

The difference between the Messages tool and email is:

- The Messages tool enables you to select the person you wish to write from the list of site participants.
- Messages sent using the Messages tool do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site. UNLESS you opt to send a copy of the message to the participants' email address.

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[How do I modify the settings for the Messages tool?](#)

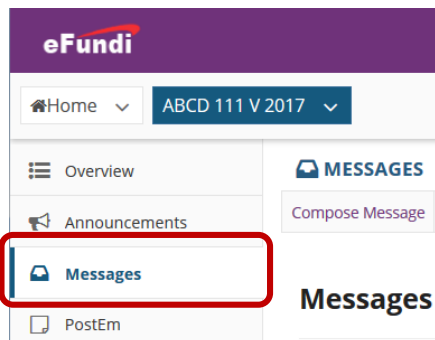
[How do I determine who site participants can send a message to?](#)

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How do I view my messages?

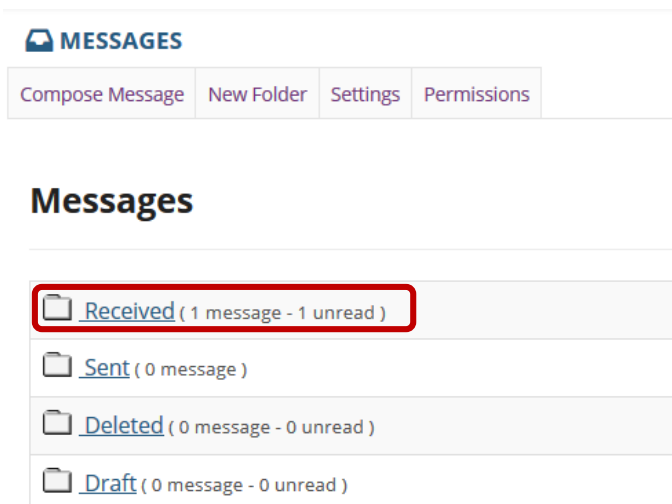
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Select the **Messages** tool from the Tool Menu of your site.



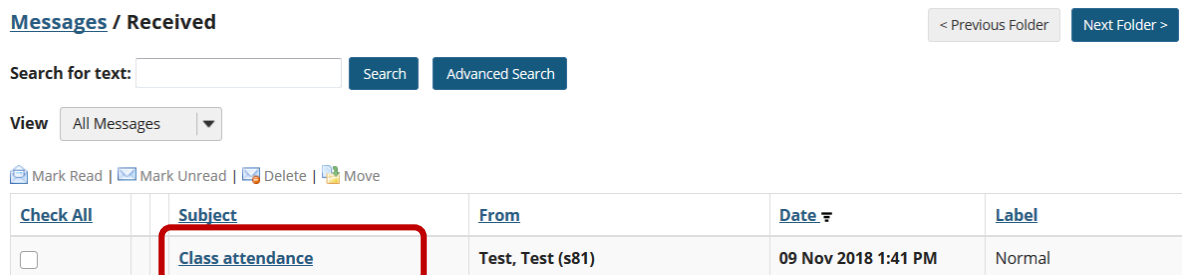
What if you cannot see the Messages tool? [Click here](#) for the steps to add a tool to your site.

Go to the **Received** folder to view a list of your received messages.



New messages will be displayed in bold text. Click on the subject of the message you would like to read.

Note: A paperclip indicates that the message contains an attached file.



The contents of the message will appear. The following options will also be available to you:

1. **Reply**: Click to reply to the original sender with a message of your own.
2. **Reply to all**: Click to reply to the sender and any other participants included on the message.
3. **Forward**: Click to forward the message to another participant on the module site.
4. **Move to folder**: Select Move to folder to move the message from one folder to another.
5. **Delete**: Click to delete the message.
6. **Open/Download File**: Click the file name to open an attachment.

The screenshot shows a message interface. At the top left is a 'MESSAGES' header with a mail icon. To the right are 'Link' and 'Help' buttons. Below the header is the breadcrumb 'Messages / Received / Class attendance' and navigation buttons '< Previous Message' and 'Next Message >'. A row of five numbered buttons (1-5) is shown, each with a corresponding action button below it: 1. Reply, 2. Reply to all, 3. Forward, 4. Move to folder, 5. Delete. Below this is a message header with a profile picture placeholder and the following details: From: Test, Test (s81) (09 Nov 2018 1:41 PM), To: Instructor Role, Subject: Class attendance, Label: Normal. The main body of the message contains the text: 'Dear Sir/Madam, I will be unable to attend class on Wednesday, 29 March. I have been diagnosed with measles and the doctor has booked me off for the week. Please may I have an alternative opportunity for any assessment that may take place during class? I will bring you my doctors note once I am allowed to come to campus. Regards ?' A small black icon is visible in the bottom right corner of the message body.

How do I send a message?

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Select the **Messages** tool from the Tool Menu in your site.

Select **Compose Message** from the options at the top of the tool.

The screenshot shows the 'MESSAGES' tool menu. The 'Compose Message' button is highlighted with a red box. Other buttons in the menu include 'New Folder', 'Settings', and 'Permissions'.

Click the **To** field to expand the site participant list. Select the student/participant that you wish to send a message to. You can repeat this step to address your message to multiple participants.

Tip: You can address a message to all members assigned to a specific role or group by selecting that role or group from the list. For example, you can send a message to all instructors by selecting "Instructor Role".

Compose a Message

Required items marked with *

***To**

[Add Bcc](#)

Send Cc

Label

***Subject**

Click here to select recipients

- All Participants
- Instructor Role
- Student Role
- Announcements 1 Group
- Announcements 2 Group
- Test new group Group

OPTIONAL: If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Staff often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy.

***To** Test, Test (s81) [Clear Selection](#)

Bcc [Remove Bcc](#)

Send Cc

Label

***Subject**

Message

Click here to select recipients

- Test, Test (s80)
- Test, Test (s81)
- Test, Test (s82)
- VAN NIEKERK, ELNE (20686463)
- [Test new group] Instructor Role
- [Test new group] Student Role

OPTIONAL: If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Send Cc Send a copy of this message to recipients' email address(es)

OPTIONAL: You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

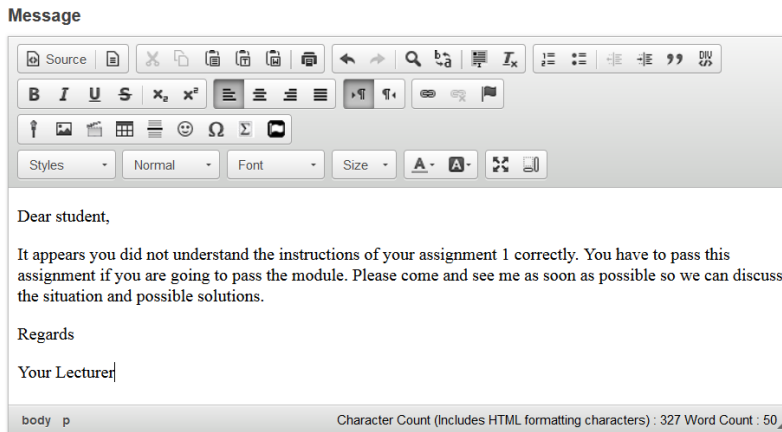
Label

Click the **Subject** field. Type the subject for your message.

* **Subject**

Type your message into the Message box.

Tip: There are a variety of tools within the rich text editor to help you format your message. Other features include adding images, video, and emoticons.



OPTIONAL: You can attach a file relevant to your message, simply click the **Add attachments** button to browse for and select your file.

Attachments

No Attachments Yet

Click the **Send** button to send your message.

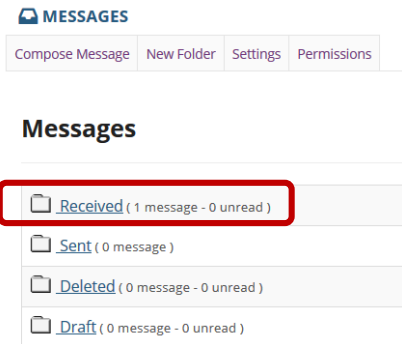
Tip: You can also select Preview, Save Draft, or Cancel the message.

How do I reply to a message?

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Select the **Messages** tool from the Tool Menu in your site.

Go to the **Received** folder.



MESSAGES

Compose Message | New Folder | Settings | Permissions

Messages

- Received** (1 message - 0 unread)
- Sent** (0 message)
- Deleted** (0 message - 0 unread)
- Draft** (0 message - 0 unread)

Click the subject of the message you would like to reply to.

[Messages / Received](#)

Search for text:

View ▾

| | |

Check All	Subject	From
<input type="checkbox"/>	Class attendance	Test, Test (s81)

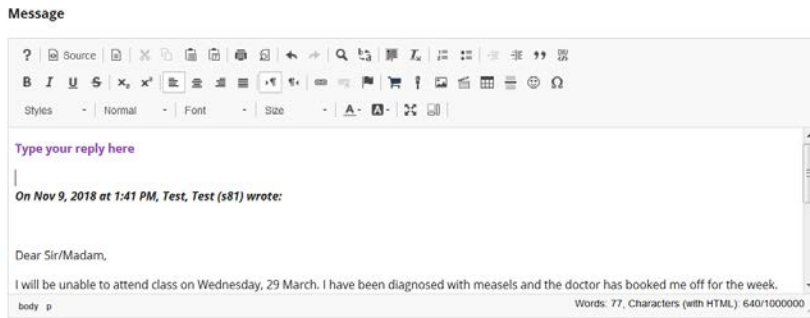
Click the **Reply** button to reply to the author of the original message. (Click **Reply to all** to reply to all parties included on the original message.)

[Messages / Received / Class attendance](#)



From Test, Test (s81) (09 Nov 2018 1:41 PM)
To Instructor Role
Subject Class attendance
Label Normal

Compose your message.



Click the **Send** button to send your message.

Tip: You can also select Preview, Save Draft, or Cancel the message.

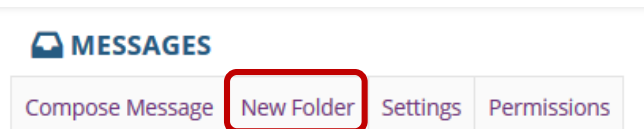


How do I create a messages folder?

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Folders can be created within the Messages tool to aid in organisation. Start by selecting the **Messages** tool from the Tool Menu in your site.

Then click the **New Folder** tab at the top.



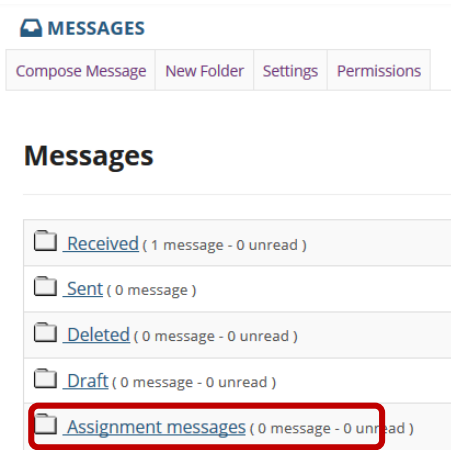
Enter a title into the **Folder Title** field and select the **Add** button.

Messages - Create Folder

Required items marked with *

* **Folder Title**

The new folder will appear at the bottom of your list of message folders.

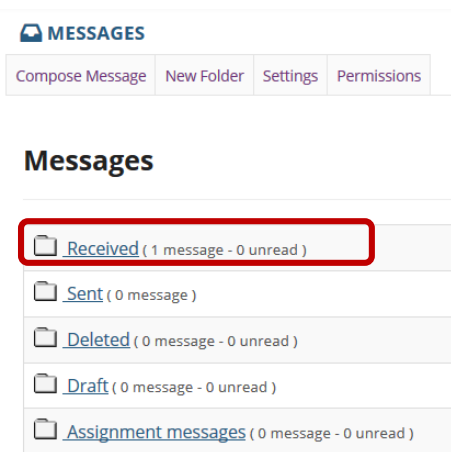


How do I move a message?

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A message can be moved from one folder to another for organisational purposes. Start by selecting the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message you would like to move.



Click the checkbox to the left of the message(s) to be moved to select the message(s). Click the **Move** icon at the top.

Messages / Received

Search for text:

View ▾

| |

Check All	Subject	From
<input checked="" type="checkbox"/>	Class attendance	Test, Test (s81)

Select the folder where you would like the message to be moved. Then, click the **Move Messages** button.

Messages / Received / Move Message(s) To

- Received (current location)
- Sent
- Deleted
- Draft

[Assignment messages](#)

How do I delete a message?

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A message can be deleted if it is no longer needed. Start by selecting the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message you would like to delete.

MESSAGES

Messages

- [Received](#) (1 message - 0 unread)
- [Sent](#) (0 message)
- [Deleted](#) (0 message - 0 unread)
- [Draft](#) (0 message - 0 unread)
- [Assignment messages](#) (0 message - 0 unread)

Click the checkbox to the left of the message(s) to be deleted to select the message(s). Click the **Delete** icon at the top.

Messages / Received

Search for text:

View ▾

| |

<input type="button" value="Check All"/>		Subject	From
<input checked="" type="checkbox"/>		Class attendance	Test, Test (s81)

You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

Messages / Received

The message(s) you selected have been successfully moved to the Deleted folder.

How do I modify the settings for the Messages tool?

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You can modify the default Messages tool settings. Users with Instructor role have additional options for configuring the tool within the site. Start by selecting the **Messages** tool from the Tool Menu in your site.

Click the **Settings** tab at the top.

MESSAGES

Messages

- (1 message - 0 unread)
- (0 message)
- (0 message - 0 unread)
- (0 message - 0 unread)
- (0 message - 0 unread)

As an instructor or site owner, you can choose whether or not site participants are able to forward messages, and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

Messages - Settings

Personal Settings

Auto Forward Messages:

Yes No

Email address for forwarding:

Site Settings

Sending copies to recipients' email address(es):

- Do not allow sending copies
 Give sender the option to send copies
 Always send copies

Groups hidden in To field Add Group: ▼

Announcements 1 ✖

Announcements 2 ✖

Test new group ✖

Save Settings

Cancel

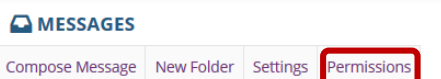
Once you have made all of your changes, click **Save Settings** to save.

How do I determine who site participants can send a message to?

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The **Messages** tool gives you the option to regulate each role's message composing permissions. Start by selecting the **Messages** tool from the Tool Menu in your site.


Then, click the **permissions** tab at the top.



Messages

 [Received](#) (1 message - 0 unread)

 [Sent](#) (0 message)

 [Deleted](#) (0 message - 0 unread)

 [Draft](#) (0 message - 0 unread)

 [Assignment messages](#) (0 message - 0 unread)

Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "All Participants", un-check the Student Permission box located next to the option, "Allow the 'All Participants' options to the 'To' field."

Note: These options will be visible when clicking the "To" text box in Compose a Message, within the Message tool.

Set permissions for Site

Undo changes

Permission	Dosent	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group role users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

OPTIONAL: Use drop-down menu for separate permissions based on groups.

Set permissions for Site

Undo changes

Permission	Adc
Allow send to "all participants" option	

Click **Save** or **Cancel** to quit.

Save

Cancel

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: support.nwu.ac.za