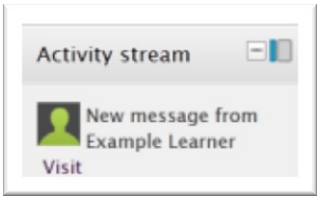
How to set Messaging in webCampus

When taking an online course, messages to you can be generated in a variety of ways. There is a great deal of flexibility in Moodle as to how you receive messages. Some are initiated by instructors or students. Others are automatically triggered by the submission or completion of an activity. Messages keep you informed about ongoing course activity (for instance, forum posts), or your course progress (for instance, an assignment was graded). But all users have options as to how they receive these messages, or even if they receive them at all. And some messaging is only important for particular users. The following instructions should be helpful in setting up messaging options that work for you.

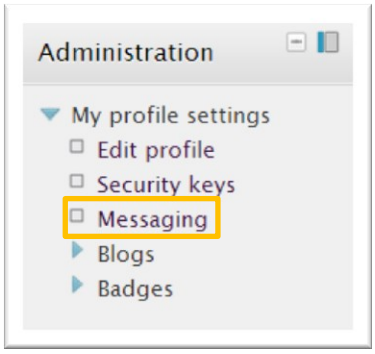
There are currently four types of message outputs in webCampus:



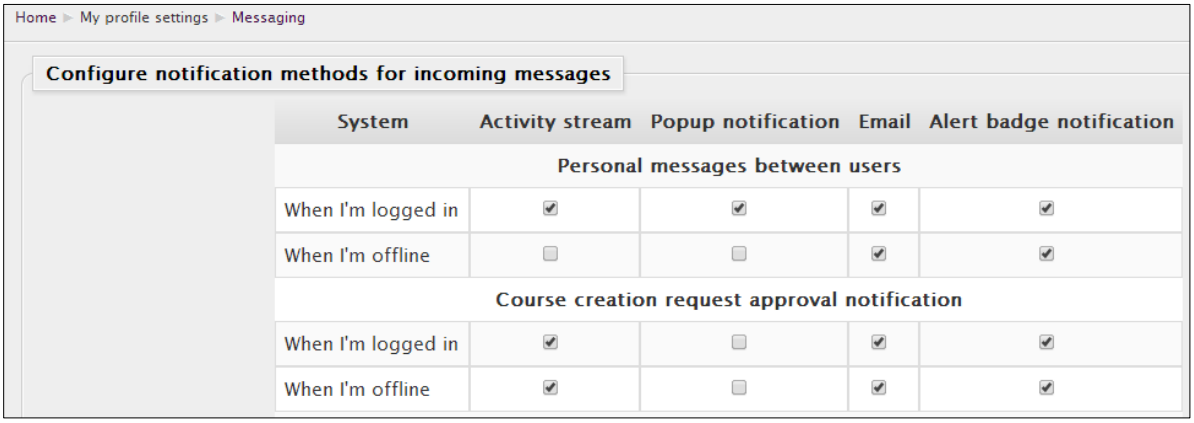
1. Activity stream: is a user's history of events in the system. Messages are displayed via the Activity stream block. Think of this as a "news feed." This block is an option you can add to your *My Courses* page.
2. Popup notification: messages that grab the user's attention immediately in order for them to take action. Messages pop-up from the bottom of the screen.
3. Email: communicates information to the user when they are offline (mostly) and a user needs to interact with the communication outside of webCampus (forward, reply, document proof). Messages are sent to a user's UWS email address.
4. Alert badge notifications: communicates information that a user should be allowed to determine if they view it now or later, there is no requirement that they read it now. Messages are sent via the alert badge at the top of the page. It is similar, for instance, to how you are alerted to new messages, notifications, or friend requests on a social networking app like Facebook.

You can set virtually any message that is generated from webCampus (from instructors, other users, automatically triggered by activities, etc.) to be displayed whatever way you wish to receive them.

Go to ***Administration*** > ***My Profile Settings*** > ***Messaging***



The messaging configuration screen will open:



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For each type of message generated you can choose if, where, and when you want it to display. The list has many options, so carefully go through – *there are eight possible choices for each!*

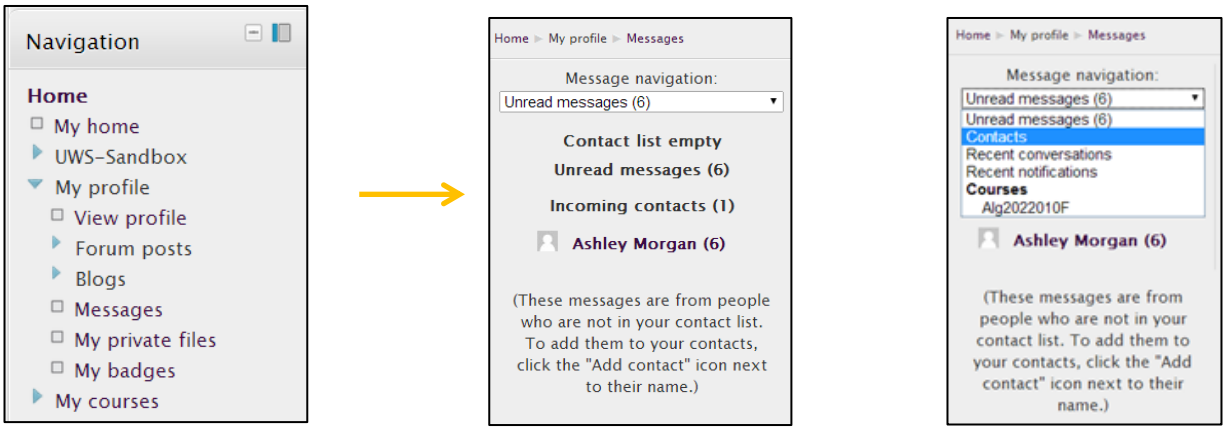
When to receive messages:

- **Online:** When checked, the message is sent via the selected output type when you are logged in to webCampus. Consider, *"Do I want to see this message, and how do I want to see it?"*
- **Not online:** When checked, the system sends the message (email) or displays it when you log back in (Alert badge, Popup, Activity stream).

Note: If *Not online* is not checked, Activity stream messages, and Popup and Alert badge notifications will not be sent and will not be displayed when you log back in.

Here are the most important for faculty:

- **Subscribed forum posts:** Notifications are sent if you are subscribed to a forum that there has been a post or comment. How you receive them in your email – individual posts or digest form –is set in your Profile (instructions at end of this document).
- **Notification of quiz submissions:** Notifications sent to managers and instructors when quizzes are submitted.
- **Personal messages between users:** Notifications sent to and from users via personal messages. You can find, read, and reply to messages under **Navigation > My Profile > Messages**



Here are important message settings for students:

- **Subscribed forum posts:** Notifications are sent if you are subscribed to a forum that there has been a post or comment.
- **Personal messages between users:** Notifications sent to and from users via personal messages.
- **Joule Gradebook messages:** Notifications sent to students from an instructor through the Joule Gradebook.
- **Feedback notifications:** Notifications sent to students informing them that there is feedback from their teacher.
- **Assignment notifications:** Notification sent to student informing that an assignment has been graded by the Teacher.
- **Essay graded notifications:** Notification sent to students informing that an essay has been graded.
- **Activity graded:** Notifications sent to students informing that their instructor has graded an activity.

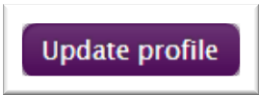
- **Confirmation of your own quiz submissions:** Notification sent to student informing that a quiz has been submitted for grading.
- **Course grade changed:** Notification sent to the manager, instructor and student informing that the course grade has changed for a student.

<u>Less</u> important for students or faculty:

- **Activity completed:** Notifications sent to students informing that activities have been completed.
- **Activity updated or added:** Notifications sent to all roles informing that an activity in the course has been updated or added.
- **Feedback reminder:** Notifications sent to students who have not responded to a feedback activity.
- **Glossary entry changed:** Notification sent to instructors and all students except the one that edited the glossary entry, informing that the glossary entry has changed.

Messages which are not important to anyone *except* (maybe) system administrators:

- **Backup notifications:** Notification sent to the site administrator for site wide backups, upon their completion.
- **Important errors with the site:** Notification sent to site administrators informing of errors that a user receives in the system (Moodle error message boxes).
- **Notices about minor problems:** Notifications sent to the site administrator informing them of notices users receive in the system (notice boxes in Moodle).
- **Course create request notification, Course creation request approval notifications** and **Course creation request rejection notification**: Notifications sent to site administrators, managers, and faculty that course creation requests have been received, approved, or not approved.

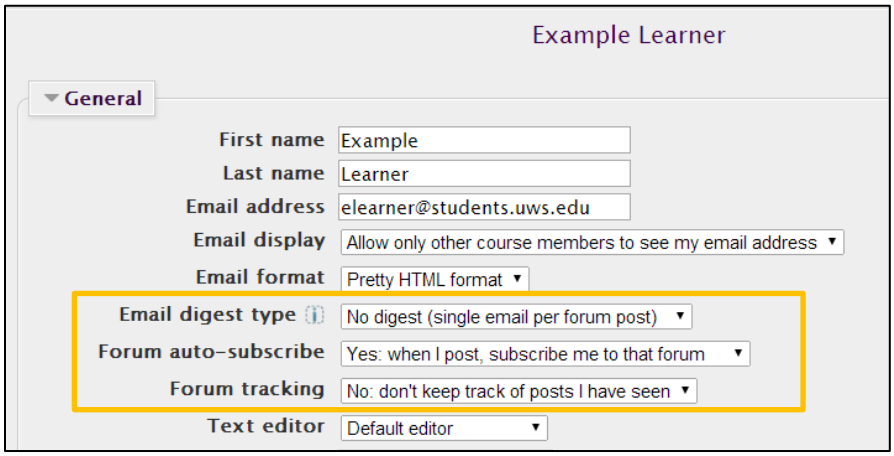


Remember to click the ***Update profile*** button when you are finished modifying your message settings!

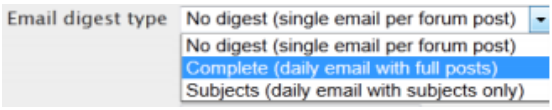
Setting up forum messaging options in your Profile

In your **Profile**, you can set options for how you are notified about new messages in your course forums.

Go to **Administration > My Profile settings > Edit profile**



In the ***Email digest type*** drop down menu, you can select how. Do you want each message to come to your UWS email address separately? Do you want a single email at the end of the day with all of the day's forum posts? Or do you just want a list of the forum post titles with links to the forum posts? It's your choice.



The second option, ***Forum auto-subscribe***, triggers receiving the posts from your course forums. This is controlled by your selection here and by the instructor's selection when the forum is created. An instructor can force all class participants to be subscribed to a forum (which students cannot change), or make forum subscription optional. In your Profile, the default is to auto-subscribe to forums to which you post. ***We strongly recommend leaving it set this way***. The setting can be changed in the individual forum once you are subscribed.

Remember, if you change your settings scroll down and click the ***Update Profile*** button to finish!