

Using Messages in Lok Jack eLearning

You can send and receive messages to other students and lecturers using Lok Jack eLearning.

In Lok Jack eLearning you can check for new messages or view previous messages.

You can use one of the methods below:

- The Message Block
- A course participant's profile

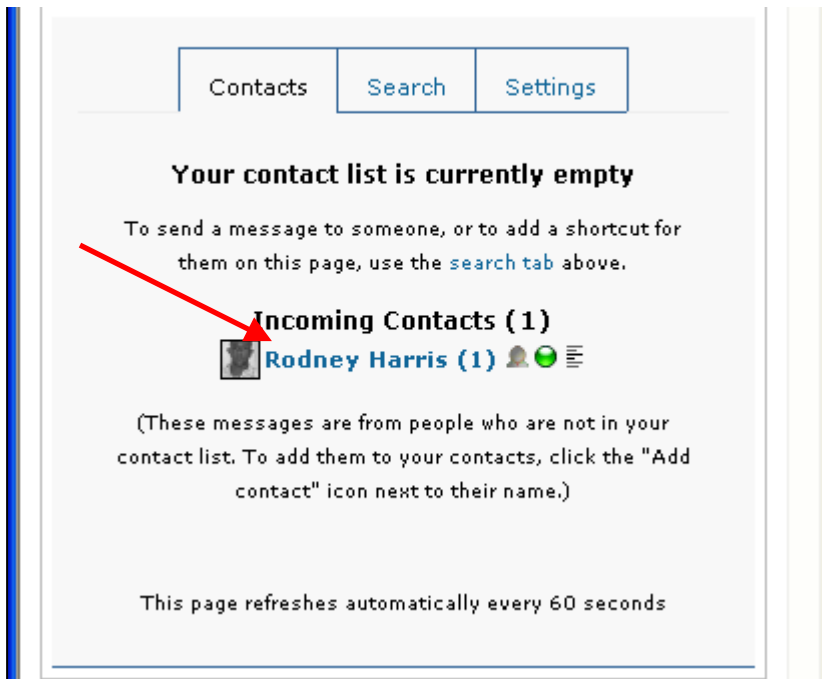
Using the Message Block

From your myeLearning Home Page or your Course Home Page:

1. Click on **Messages** in the messages block.

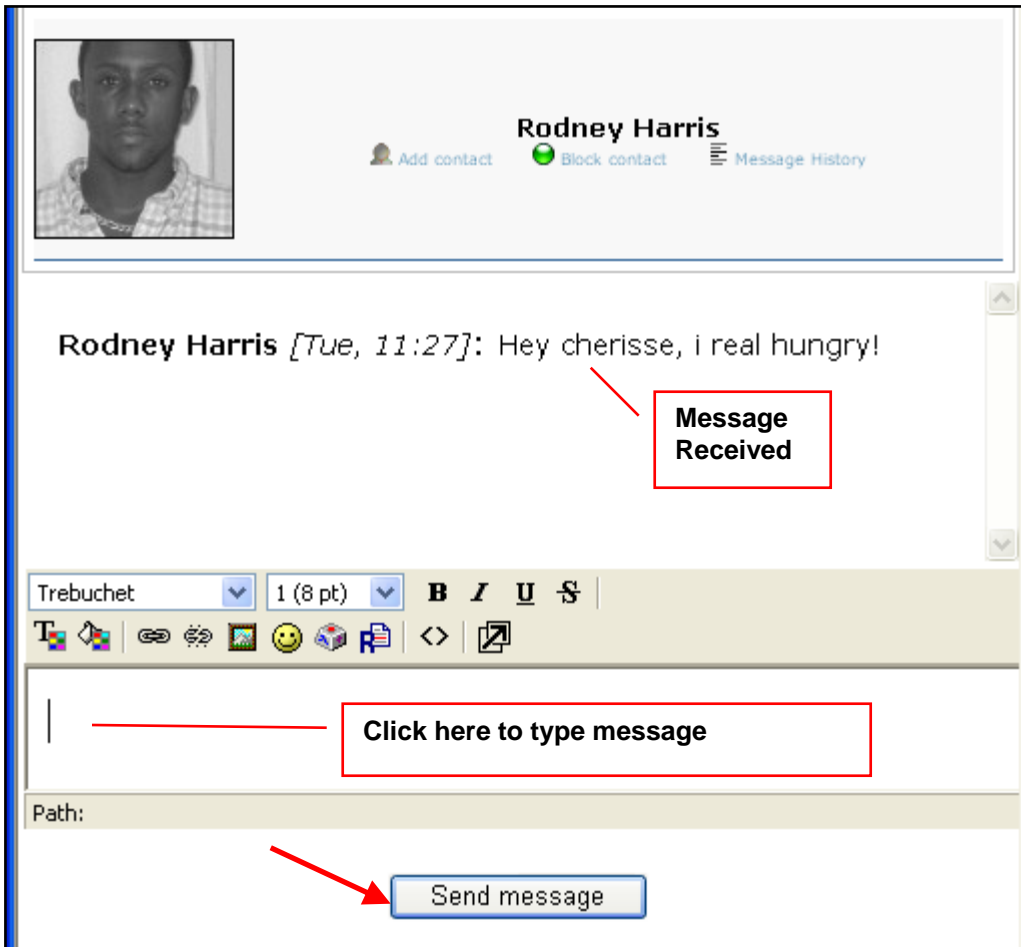
The screenshot shows the Lok Jack eLearning website interface. The browser window title is "Lok Jack eLearning - Windows Internet Explorer provided by Lok Jack GSB". The address bar shows "http://elearning.gsb.tt/gsb/". The page features the Arthur Lok Jack Graduate School of Business logo and the UWI logo. The user is logged in as "Noveck Gowandan (Logout)". The page layout includes a "Main Menu" with "Site news", a "My courses" section with a "Lok Jack Demonstration Course (Aisha)" description, a "Latest News" section with "(No news has been posted yet)", a "Calendar" for February 2008, and a "Messages" section. The "Messages" section displays "No messages waiting Messages..." and is circled in red. The footer contains copyright information for 2004-2008 The University of The West Indies.

The Main Messages Window will open.



2. Click on the Blue Link under "Incoming Contacts" to view new messages received.

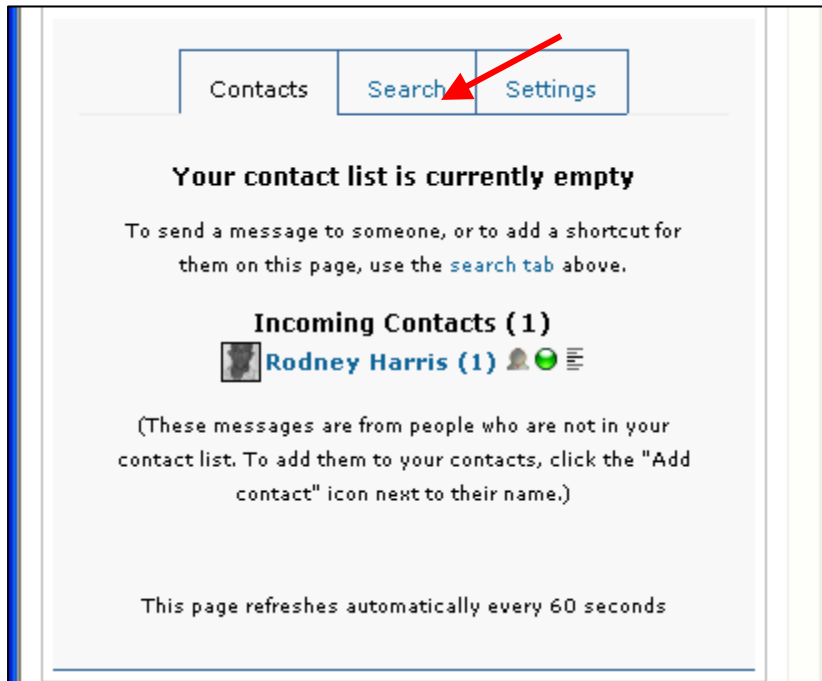
The Message Window from the sender will be opened.



3. To reply to the message, click in the text box and type the message you would like to send.
4. Click the **Send Message** button.

Using Search to send a message

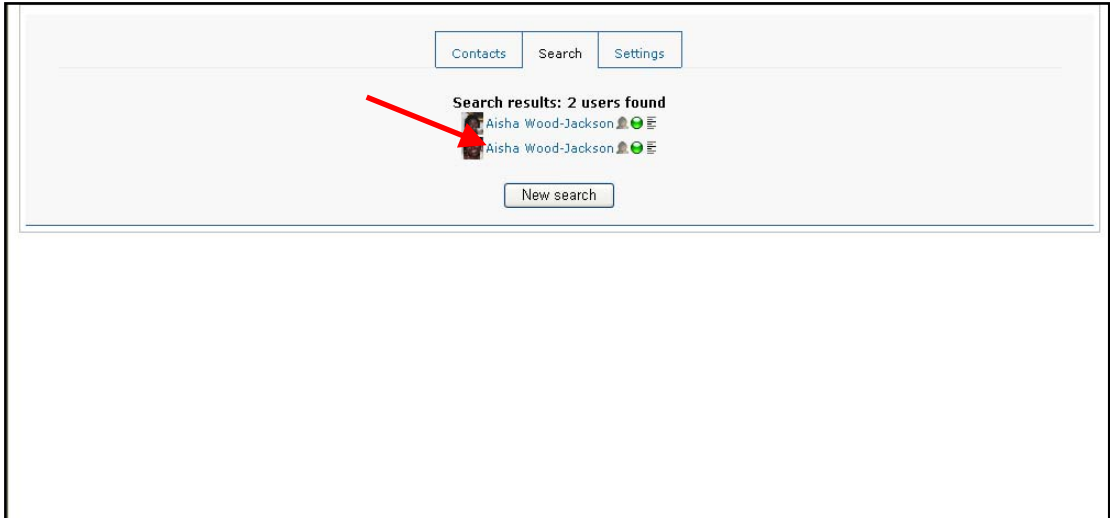
1. Click the **Search** tab on the Main Messaging page.



The Search Window opens.

2. Type the name of the participant you would like to search for in the **Name** text box.
3. Click **Search**.

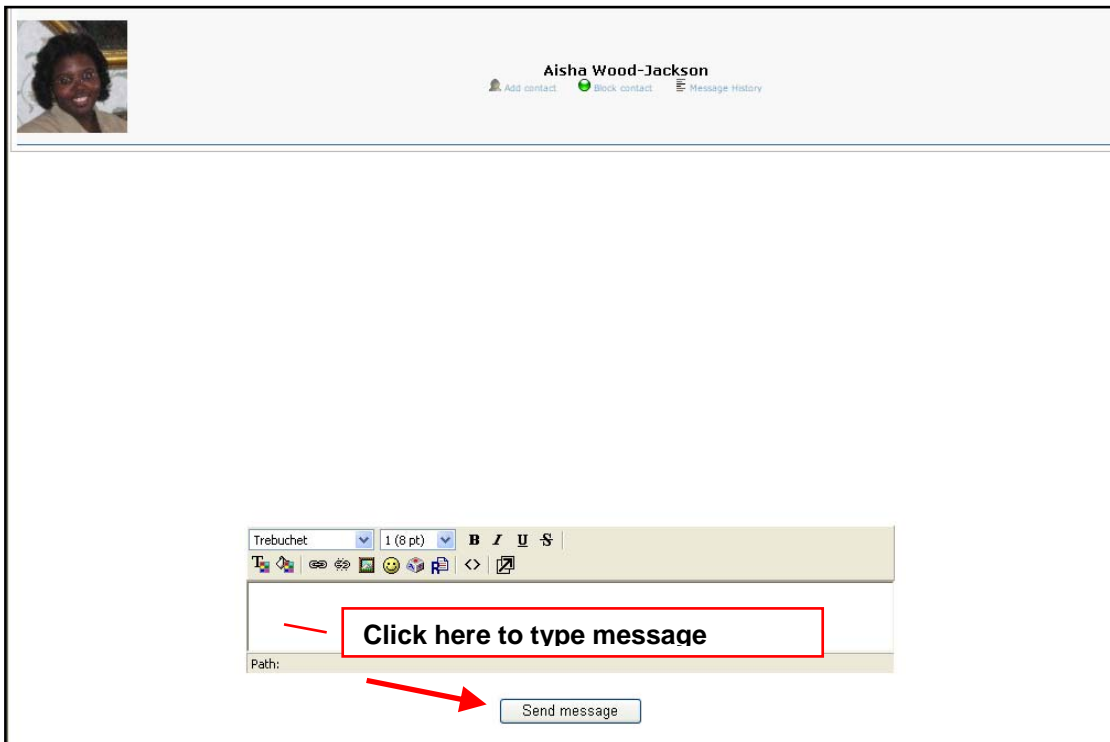




The Search Results for users found are displayed in the Search Results window.

4. Click on the participant's name.

The message screen will open.



Sending a message through a participant's profile

From your GSB eLearning Course Home Page:

1. Click on **News forum**.

The screenshot shows a course home page with a sidebar on the left containing navigation menus for Activities, Administration, and Online Users. The main content area is titled 'Topic outline' and features a 'Summer Session' section for 'ECNG2006 (EE25M) Introduction to Microprocessors'. A red arrow points to the 'News forum' link in the 'Enjoy!' section.

Activities

- Assignments
- Forums
- Journals
- Quizzes
- Resources
- Wikis

Administration

- Grades
- Unenrol me from ECNG2006_200630

Online Users
(last 5 minutes)

- Cherisse Mahabir

Topic outline

Summer Session

ECNG2006 (EE25M) *Introduction to Microprocessors*

Hi! Welcome to the uP summer session support web-site ... This site contains a collection of tools and information to help you fulfill the course requirements. My name is Cathy; I will be lecturing the course as well as monitoring & updating this site.

Classes will run in the lab everyday for 10 days (two weeks), two hours morning and evening, with supervised self/group lab work between classes.

In the remaining weeks, students should use the online discussion boards for support from your lecturers and demonstrators.

Your mark mark is 100% exam-based; however we will be enforcing attendance and participation requirements i.e 75% attendance at class, completion of online quizzes and participation in discussion/groups.

Dates:

- 11-24th June: students undertake and submit exercises online
- 25th June - 6th July: classes in lab weekdays 10-12 and 2-4.
- 7-13th July: students undertake and submit exercises online

Enjoy!

- News forum
- Reflection on Learning (Private)
- Reflection on Learning (Public)
- Improving my results
- VARK Learning preferences
- Study Tips: University of St. Thomas

Latest News

15 Jul, 13:55
Cathy Radix
Tuesday Session more...
Older topics ...

Upcoming Events

Semester 1 Begins
Monday, 3 September (12:00 AM)
Go to calendar...
New Event...

Calendar

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Global events Course events
Group events User events

Messages

No messages waiting
Messages...

The News forum window will open.

2. Click the participant's name

The screenshot shows the News forum window with a breadcrumb trail: myeLearning > Faculty of Engineering > Electrical Engineering > ECNG2006_200630 > Forums > News forum. A search bar is present. Below the forum title, there is a notice: 'Everyone can choose to be subscribed. Subscribe to this forum. Unread posts are being tracked.' The main content is a table of discussions.

myeLearning > Faculty of Engineering > Electrical Engineering > ECNG2006_200630 > Forums > News forum

Jump to... Search forums

Everyone can choose to be subscribed
Subscribe to this forum
Unread posts are being tracked

General news and announcements

Discussion	Started by	Replies	Unread	Last post
Tuesday Session	Cathy Radix	1	0	Mon, 16 Jul 2007, 05:27 AM
Suggestions for next year	Cathy Radix	0	0	Fri, 6 Jul 2007, 11:44 AM
Topics to review on Friday 6th	Chrystal Joseph	0	0	Thu, 5 Jul 2007, 10:55 AM
things to be completed by tomorrow	Chrystal Joseph	0	0	Wed, 4 Jul 2007, 10:02 AM
Comparison of Fuzzy Logic automated and Sniffing Robot	Chrystal Joseph	0	0	Tue, 3 Jul 2007, 10:48 AM
Next week topics	Chrystal Joseph	0	0	Tue, 3 Jul 2007, 10:26 AM
mainevent	Cathy Radix	0	0	Fri, 29 Jun 2007, 11:16 AM
Azim sent us a link!	Cathy Radix	0	0	Thu, 28 Jun 2007, 10:52 AM
C and asm/endasm keywords	Cathy Radix	1	0	Wed, 27 Jun 2007, 02:14 PM

The message screen will open.

Chrystal Joseph

Profile Edit profile Forum posts Blog Activity reports Roles

Location: St. Augustine
Email address: 03717015@mysta.uwi.edu
Courses: ECNG3022 (EE30C) : Electromagnetic Field Theory,
Summer Session
ECNG2006 (EE25M): Introduction to Microprocessors
Last access: Saturday, 18 August 2007, 08:16 PM (9 days 19 hours)
Roles: Non-editing teacher
Group: GP2

Send message

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Telephone: (868) 662-2002 Fax: (868) 663-9684

3. Click the **Send message** button

Chrystal Joseph

Add contact Block contact Message History

Trebuchet 1 (8 pt) B I U S

Click here to type message

Path:

Send message

The message screen will open.

For more information about how to use Lok Jack eLearning, contact:
gsbhelpdesk@gsb.tt

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