

The pager is an online messaging tool for sending text messages to classmates and other members of your Learning Environment. A page is quicker and less formal than an email. Use the pager to quickly see which of your classmates are online, get an answer from a friend, or to send a reminder or notice.

Sections

Accessing the Pager tool

Sending a page


Incoming pages


Viewing a list of pages

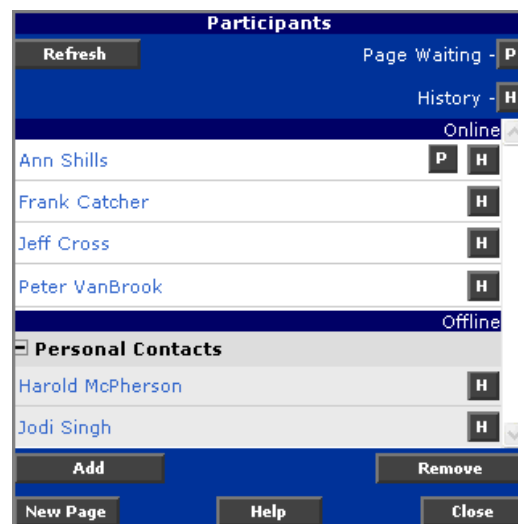
Adding and Removing contacts

Removing contacts

Accessing the Pager tool

To access the Pager tool, click the  **Pager** icon or the **Pager** link on the navigation bar.

The main Pager pop-up shows you who is currently using the Learning Environment. If a user sends you a page, a  page icon appears beside their name. Click the icon to view the message.




Main Pager
pop-up


Sending a page

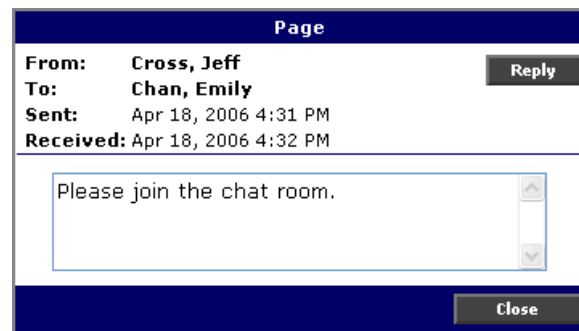
From the main Pager pop-up:

- 1 Click **New Page** or click on a contact's name.
- 2 Type the recipient's name in the **To** field, or click on the **To** button and choose one or more recipients from your contact list.
- 3 Type a **Message**.
- 4 Click **Send**.

Incoming pages

When you receive a new page you will be notified by a sound signal or you will see the word "Page" displayed in the green part of the  **Page** icon, depending on your settings.


Click the  **Page** icon to view your new message.



Incoming
Page pop-up

Viewing a list of pages

To view a log of the pages you have received:

- 1 Click the  button beside a user's name.
- 2 Click one of the message lines to view a history of that conversation.

Adding and Removing contacts

To add a contact from the main Pager pop-up:

- 1 Click **Add**.
- 2 Add one of the following types of contacts:
 - **Known Contact** Type in the username of the person you wish to add and click the **Add** button. Choosing this option enables you to add any user within your organization; you do not have to be enrolled in the same class.
 - **Classmate(s)** Select the circle beside the **Add Classmate** option. From the drop-down list, select your course. Your classmates are listed with select boxes. Select the classmates to add, and click **Add**.

Removing contacts

From the main Pager pop-up:

- 1 Click **Remove**.
- 2 Select the users you want to remove from the Remove Contacts list.
- 3 Click **Remove**.