

Pager v8.3.0

User Guide
March 11, 2008

Contents

What Pager does
Adding a contact
Removing a contact
Send a message
Refresh the pager
Example in action: the just-in-time communication tool
Index

What Pager does

The pager is an online messaging tool that you can use to send text messages directly to other users who are currently logged into the Learning Environment. This tool allows users to pose questions on a one-to-one basis to fellow users. The pager is an excellent, just-in-time communication tool that identifies users who are online and gives users the ability to communicate efficiently from anywhere within their course.

Note Users using screen readers may want to turn the Pager notification off, as the refresh rate for the Pager causes some screen readers to start over at the beginning of the page.

► **To access the pager**

On your home page, click the **Pager** link in the navigation bar.

Adding a contact

- 1 In the Pager pop-up, click **Add**. The Add A New Contact pop-up displays.
- 2 Type in the username (if known) and click **Add**.

OR

Click the **Add Classmate(s)** radio button. Select a class from the drop-down list, then select a user and click **Add**.
- 3 When you are finished adding users, click **Cancel** to close the Add A New Contact pop-up. The users you just added are in the **Personal Contacts** list on the Pager pop-up.

Removing a contact

- 1 In the Pager pop-up, click **Remove**. The Remove Contact pop-up displays.
- 2 Select the user(s) that you want to remove from your **Contacts List**.
- 3 Click **Remove**, then **Close**. The contacts will now be removed from your Personal Contacts list on the Pager pop-up.

Send a message

- 1 In the Pager pop-up, click the contact's name. The Send Page pop-up displays.
OR
Click the **New Page** button. In the Send Page pop-up, click the **To** button, select the user and click **OK**.
- 2 Type your message in the **Message** field.
- 3 Click **Send**.

Refresh the pager

Use this option to check your messages at any time in between the Pager refresh cycles. In the Pager pop-up, click the Refresh button. The Pager pop-up refreshes and displays any new messages that you have received.

Example in action: the just-in-time communication tool

The pager is an excellent just-in-time communication tool for rounding up a group of users to meet in a chat room to discuss a group project. The pager shows other users online and offline. In addition, you can send multiple users a page simultaneously. Faster than email, the pager is a great way to deliver informal feedback to small groups or user by user. The pager maintains a record of conversations that you can review. Click **H** beside a user's name to access pager history.

Index

A

adding a contact, 2

P

pager overview, 2

pager summary, 3

R

refresh the pager, 3

removing a contact, 2

S

send a message, 3

W

what pager does, 2