

# Introduction to: Log In Message Management

November 5, 2018

**STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION** 



- Overview
- ClassMate Custom Control Setup
- Log In Message Management Getting Started
- Message Management
- Sample Message
- Message Assignment
- Viewing Message Assignments
- Deleting Message Assignments
- Message displayed at Log In





## Log In Message Management

#### **Overview**

- The Log In Message Management will allow users to create messages that once assigned to users can be seen once the user logs in.
- The messages can be assigned to specific groups of users (example: CTC Instructors) or specific users (example: jdoe and sdoe).
- The message alerts can be setup to be displayed automatically upon user log-in or setup so that an alert icon appears on the ClassMate Navigator for users to click on.



ClassMate Master Control
Classmate Report Retrieval
Classmate User Management

System Administrator

🤌 Archive Update

Attendance Condition Information

ClassMate Custom Control

ClassMate ID Control

## Message Management

**Getting Starting:** 

Double Click **Modules >** Double click **System Administrator >** Single Click ClassMate Custom Control

#### **Overview:**

Before creating messages and before users can begin to see messages at Log In Administration needs to set the Messaging flag in ClassMate Custom Control. The Messaging flag is located under the **Misc** tab. The setting flagged in Custom Control will apply to all messages.

#### **Options are:**

Off - users will not see any messages upon Log-in

Enrollment Attendance Grading Rubrics Misc

**On** – users will see an Alert icon on the Navigator that they will need to click on to see the message **Automatic** – users will automatically see the message in an Alert window upon Log In

Send Discipline	Notification Emails • Yes	Display Salary • True	O False			
Online Registra Approval Require O Yes	tion I for New Students No	Student Sort Or     Alphabetical     Grade Level	Drder			
Auto Project New	Students • No	Messaging • Off	• On • Automatic			
oproval Require O Yes	I for Return Students					
kuto Project Retu O Yes	m Students • No					
	STUDENTI	NEORMATION		AL MANAGE	AENT LSCH	ITIO









Attendance Condition Information

ClassMate Custom Control ClassMate ID Control

ClassMate Master Control

🖉 Classmate Report Retrieval

👂 Classmate User Management

System Administrator

Archive Update

Data Audit View Data Export Wizard

# Log In Message Management

### **Getting Started**

Double Click Modules > Double click System Administrator > Single Click Log In Message Management

- 1. Click the Green Next Num button to generate the next available Message ID Number
- 2. Message Name: Enter a name for the Message
- 3. Start Date: Select the date when you want users to begin to see the message upon Log in
- 4. End Date: Select the date when you want the message to stop appearing.
- 5. Message: Enter the details of the message that you want displayed to the users.
- 6. Click Save

			DataBase Activity Manager     District Email Administration     District Email Base Data     Dynamic report Menu     Dord Collection     Do Card Collection     De Log In Message Management     De Master Codes Maintenance
Message Management Message	Assignment View Assignments		
Message: 5		X	



#### Sample Message

Message Management Message Assignment View Assignments				
Message Name:	1 Marking Period 4 Closure Reminder			
Start Date:	06/11/2012			
End Date:	06/14/2012			
Message:	This is a reminder that Marking Period 4 will be closed on Friday, June 14th 2012 at 4:00pm. All Marking Period 4 grades must be entered prior to 4pm. Instructors must log off of ClassMate prior to 4pm. Thank you.			

#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



#### **Message Assignment**

- 1. Click on the Message to be assigned
- 2. Click the Message Assignment tab
- 3. Click the Group or User you wish to assign the Message to
- 4. Click the blue >> button to move the Group or User to the right
- 5. Click the Save button
- 6. Click the OK button when the Message Assigned window appears





#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



#### **View Message Assignments**

- 1. Click on the Message to be assigned
- 2. Click the View Assignments tab
- 3. The Groups and/or Users that are assigned to the message will appear

Login Messages	Message Management Message Assign 2 View Assignments
	Assigned Users for this message:
(1) Marking Period 4 Closure Reminder	Marking Period 4 Closure Reminder
	CTE Topolog
	description
	deprintly
	deuraquee
	disylactuse
	Biiman
	finimati
	akasebak 🔿
	justian (3)
	mblegen
	mbaessner
	miannello
	mionicio
	msutton
	normenter
	riackson
	rwalczak
	schizan
	tech1
	tech2
	vcodu
	vfitzgerald
	wbuchberg

#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



#### **Delete Message Assignment**

- 1. Click on the Message
- 2. Click the Message Assignment tab
- 3. Click the Group or User you wish to delete the message from
- 4. Click the blue >> button to move the group or user to the right
- 5. Click the Delete button
- 6. Click the OK button when the Message Removed window appears







# Log In Message Management



#### Message Displayed at Log In

Depending upon the Messaging Custom Control Setting that Administration sets users may see messages upon Log In as either an Alert Icon that the user will need to click on to see the message or as an automatic Alert Pop-up Window that displays the message right away.

> User view when Messaging Custom Control Flag Option is Set to **On Click the ! in the Yellow box to display the message**



#### User view when Messaging Custom Control Flag Option is Set to Automatic

Search My Folders:	23	ClassMate	
My Folders	• •	Alert(s)           Please pick up your W2	ctivity
Andules Reports	, , , , , , , , , , , , , , , , , , , ,		pe Management itom Control ondition Information s s to Reports transes Reports transe Reports val Report val Report va Forms by Program/C r Information heduling tuling Anrecdotals port Retrieval tration Information
		Close Student PlM Student Park Proto Manage	shot Assessment 5 Information angement gement



ClassMate 1660 Valley Central Parkway Suite 500 Bethlehem, PA 18017

Questions? Contact us! *ClassMate HelpDesk* 855-984-1228 support.classmate.net

**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION