

# Introduction to: Log In Message Management

November 5, 2018

# Log In Message Management

- 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.



# Log In Message Management

## Message Management

### Getting Starting:

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



### Overview:

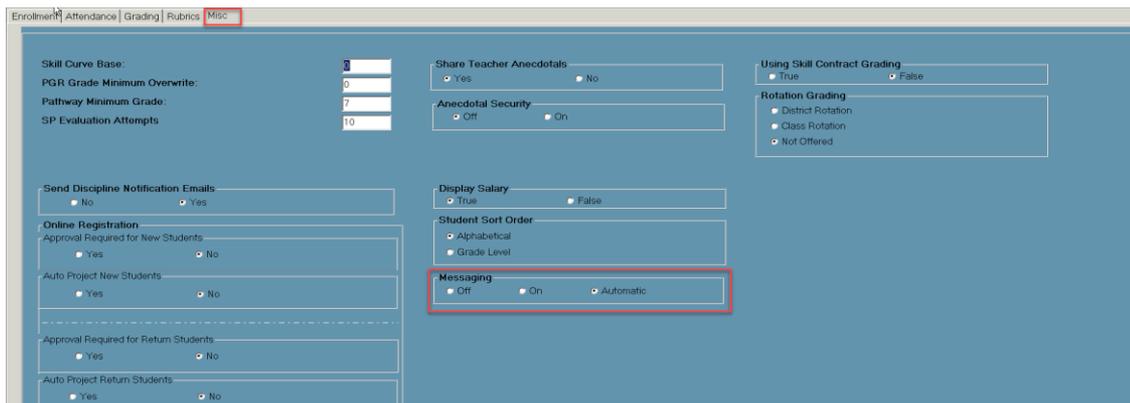
Before creating messages and before users can begin to see messages at Log In Administration needs to set the Messaging flag in ClassMate Custom Control. The Messaging flag is located under the **Misc** tab. The setting flagged in Custom Control will apply to all messages.

### Options are:

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

**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

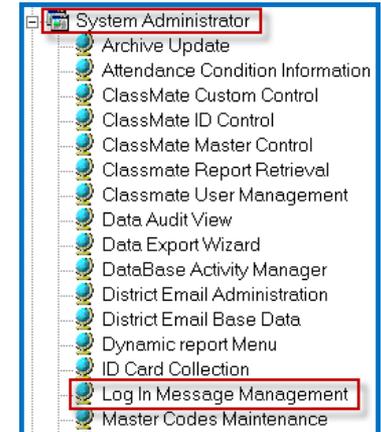
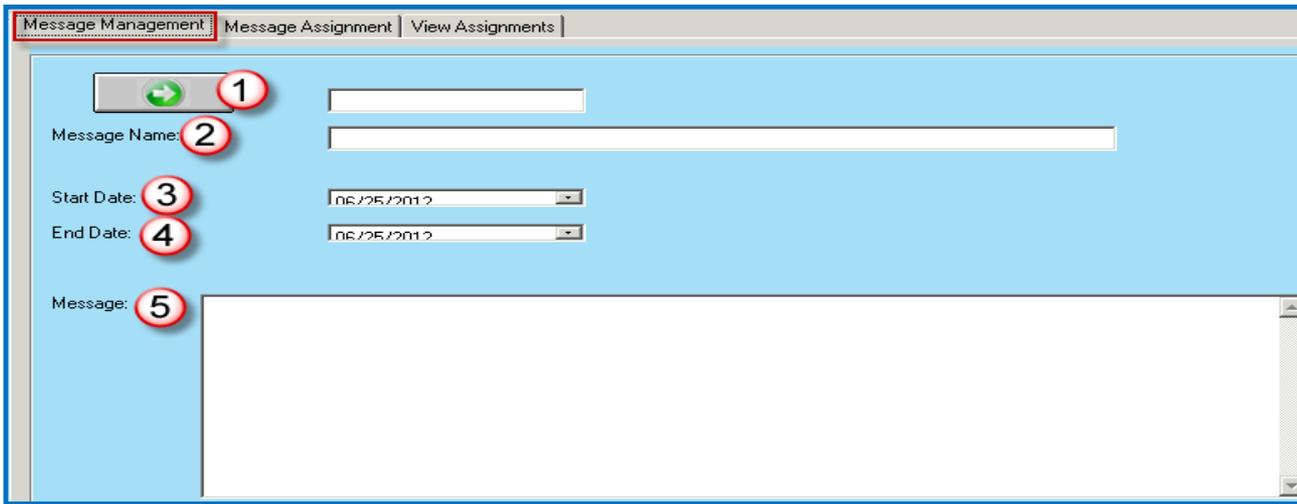


# Log In Message Management

## 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

Message Management | Message Assignment | View Assignments

1. Green Next Num button

2. Message Name:

3. Start Date:

4. End Date:

5. Message:



# Log In Message Management

## Sample Message

Message Management | Message Assignment | View Assignments

 1

Message Name:

Start Date:

End Date:

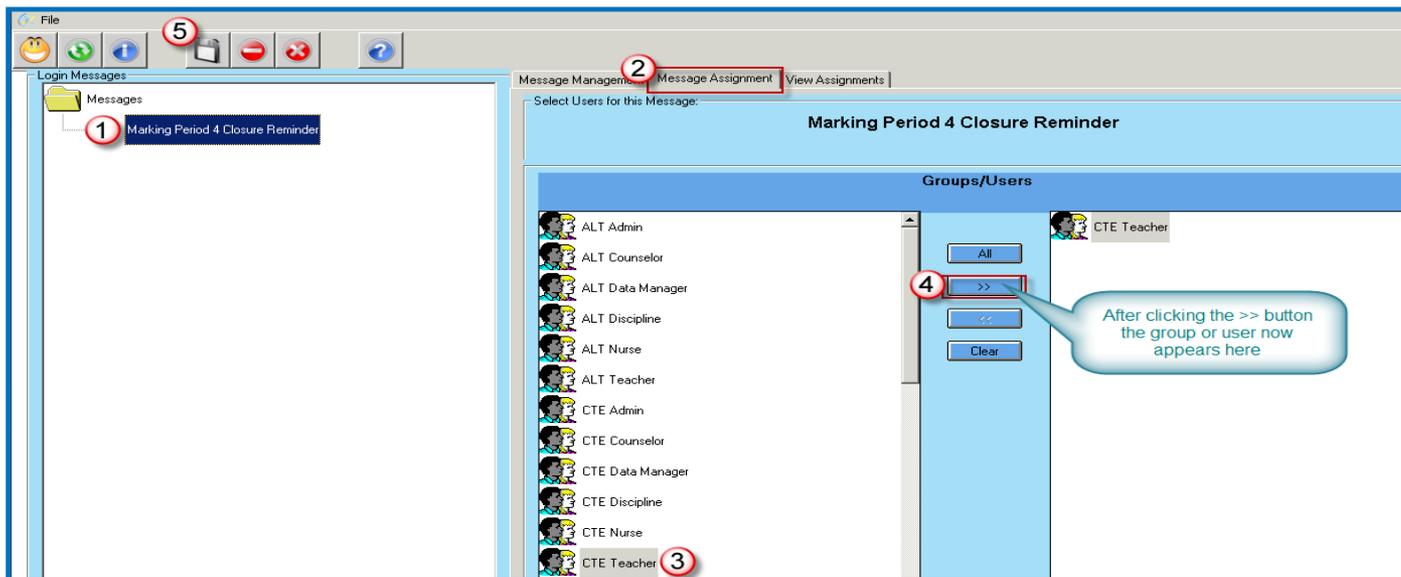
Message:



# Log In Message Management

## Message Assignment

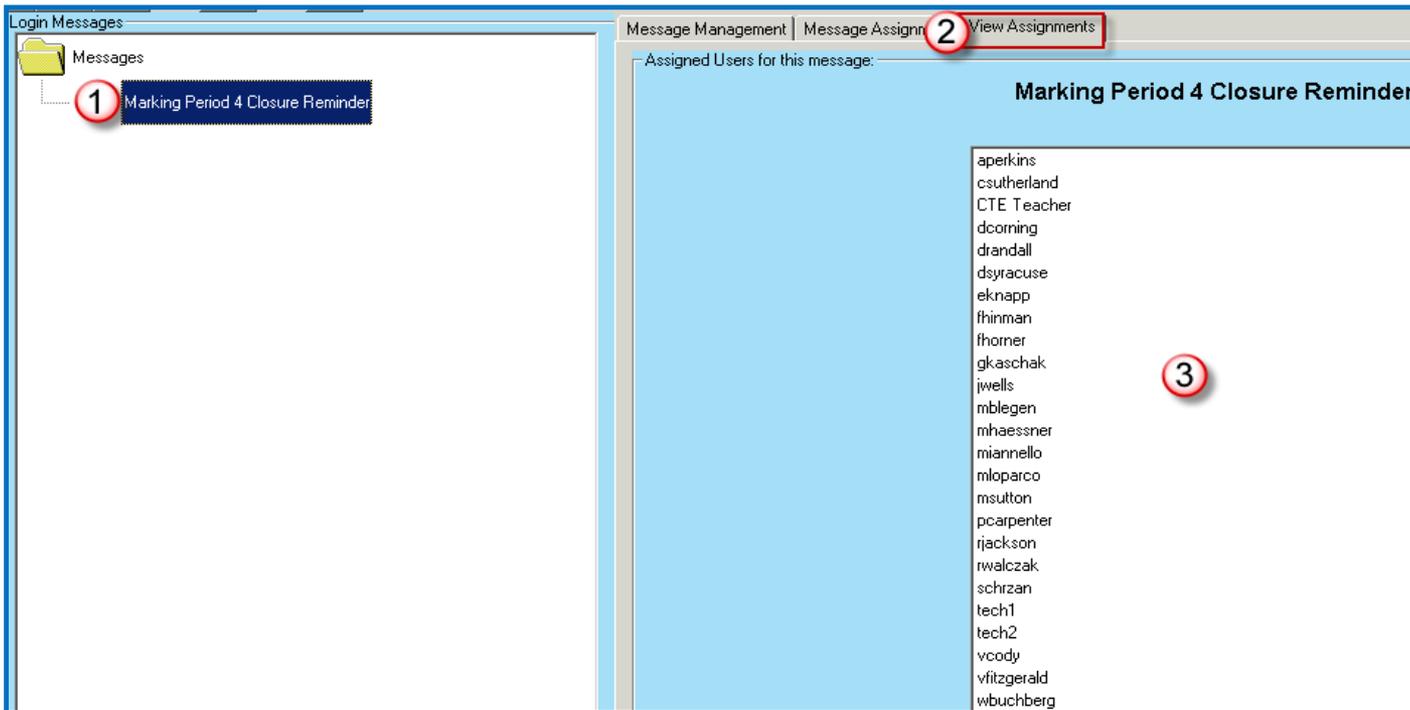
1. Click on the Message to be assigned
2. Click the Message Assignment tab
3. Click the Group or User you wish to assign the Message to
4. Click the blue >> button to move the Group or User to the right
5. Click the Save button
6. Click the OK button when the Message Assigned window appears



# Log In Message Management

## 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



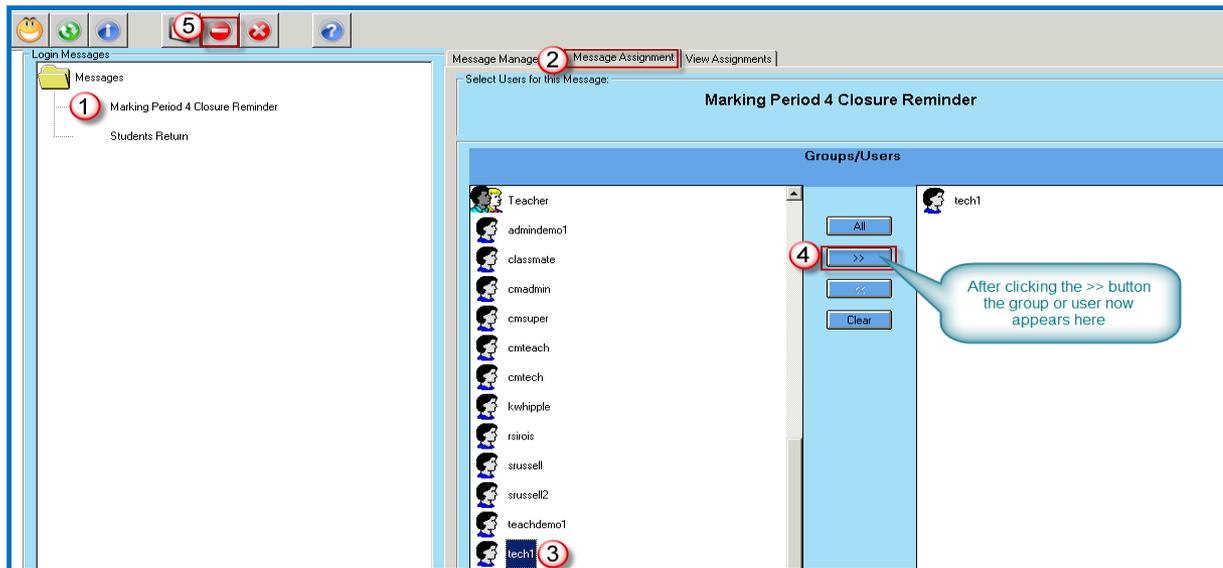
The screenshot displays the 'Log In Message Management' interface. On the left, under 'Login Messages', a folder named 'Messages' contains a message titled 'Marking Period 4 Closure Reminder', which is highlighted with a red circle and the number '1'. The main area shows the 'View Assignments' tab selected, with a red circle and the number '2' over the tab. Below the tab, the text 'Assigned Users for this message:' is followed by the title 'Marking Period 4 Closure Reminder'. A list of users is displayed, with a red circle and the number '3' over the list. The users listed are: aperkins, csutherland, CTE Teacher, dcooming, drandall, dsyracuse, eknapp, fhinman, fthorner, gkaschak, jwells, mblegen, mhaessner, miannello, mlparco, msutton, pcarpenter, rjackson, rwalczak, schrzan, tech1, tech2, vwoody, vfitzgerald, and wbuchberg.



# Log In Message Management

## 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

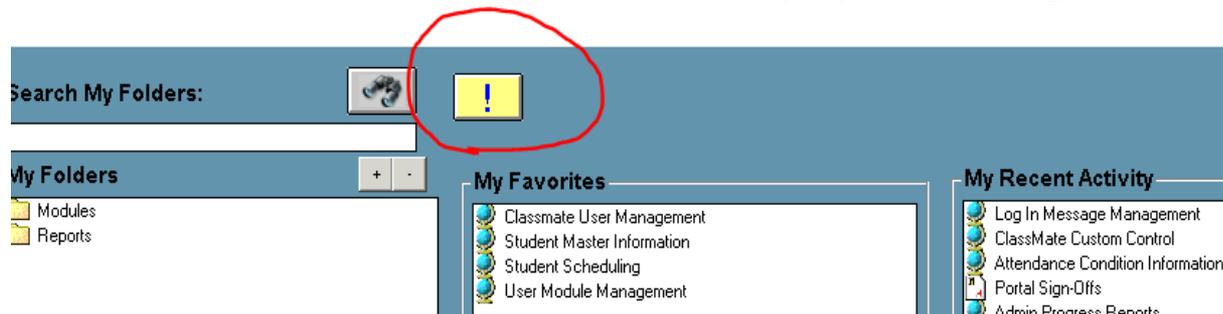


# Log In Message Management

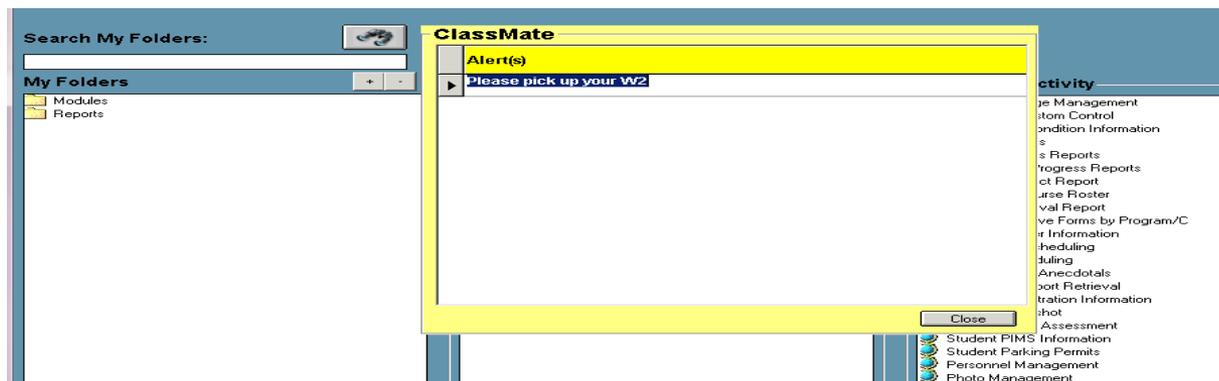
## Message Displayed at Log In

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**



# ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

