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OnPoint Course Manager (OPCM)

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8.0 Email Manager

Course Manager offers embedded emailing and notification functions that allow Administrators and Content Managers to prepare and send targeted messages to their Users and Learners. This function helps you manage the communication of important and timely information about ongoing training initiatives and organizational performance. Messages can be drafted and automatically sent to several different types of real or virtual groups such as:

- All members of a Group
- All Users/Learners assigned to a Course or Assessment Set
- All Users/Learners assigned to an Event (ILT, Webinar or Live Streaming Session)
- All Users/Learners assigned to complete an Activity

To access these functions, select the Email top level menu button from Course Manager’s dropdown menu. When clicked once, this primary level menu option opens to reveal several submenu options that provide direct access to all email-related activities available within in the Course Manager system.

The **Email** Menu has four submenu selections as shown in Figure 8-1 below:

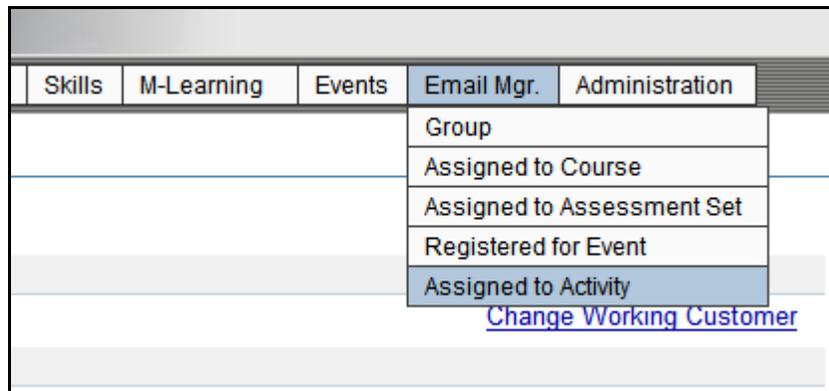


Figure 8-1 – Email Submenu Selections

The **Email** submenu selections displayed include:

Group. This selection provides a utility to define and send an email message to all Learners/Users who are members of a specific Group.

Assigned to Course. This selection provides a utility to define and send an email message to all Learners/Users that are assigned to a specific Course.

Assigned to Assessment Set. This selection provides a utility to define and send an email message to all Learners/Users that are assigned to a specific Assessment Set.

Registered for Event. This selection provides a utility to define and send an email message to all Learners/Users that are registered for a specific Event.

Assigned to Activity. This link provides a utility to define and send an email message to all Learners/Users that are assigned to a specific Activity.

Other Information/Tips

When you send emails using this functionality, the system will verify that your email was generated and sent to the users/groups you selected by posting a delivery confirmation message below the message frame (see Figure 8-2 below).

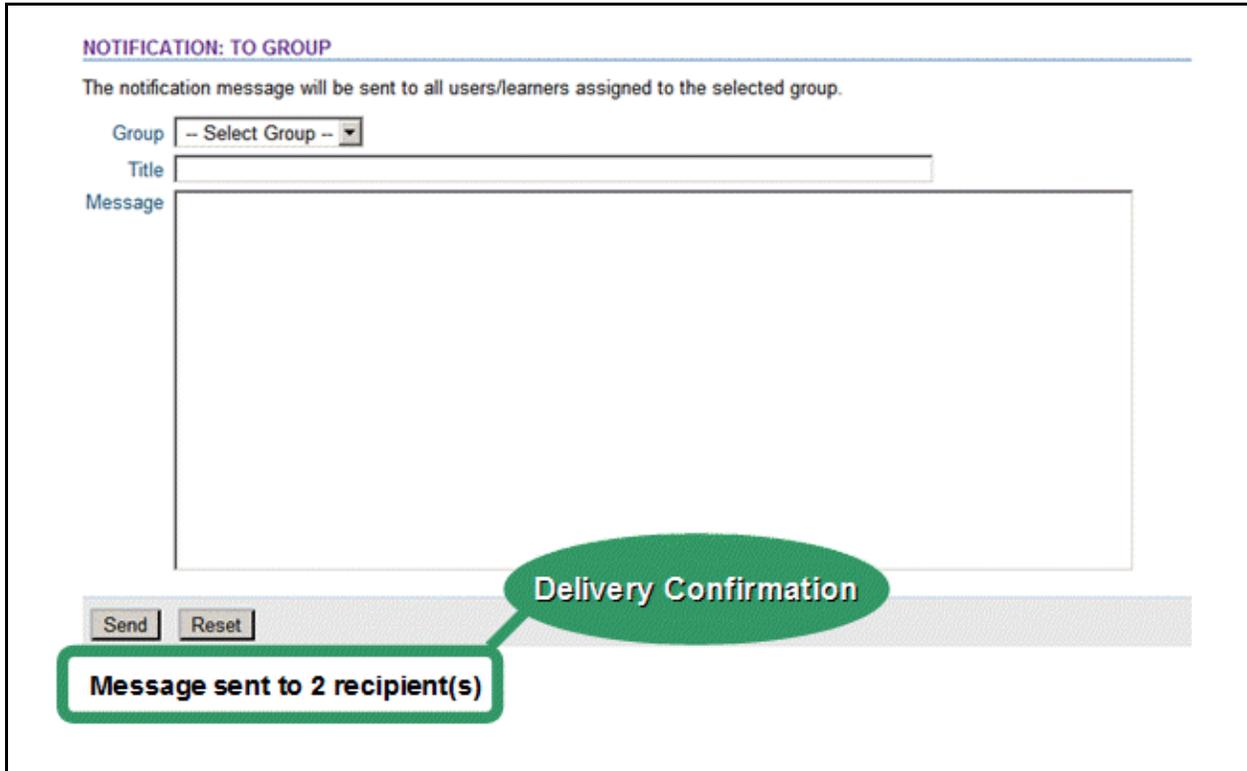


Figure 8-2 – Email Sent Confirmation Message

When your email has been All email messages generated using Course Manager are sent using a standard "Sendmail" function, an open source tool used to generate and route email messages to email addresses specified in each Learner/User or Manager record. The sender's email address will be the email address of record for that Administrator's account per their login credentials (shown in the "From" field).

8.1 Email: Group

The first submenu option under the **Email** Menu is **Group**. This selection displays the **Email: To Group Record**, providing a utility to create an email to be sent to all Learners/Users who are members of a specific Group (see Figure 8-3 below).

EMAIL: TO GROUP

The message will be sent to all users/learners assigned to the selected group.

Group: Testers

From: admin@onpointdigital.com

Subject: Check out the New Courses

Message: Hello Group Member:

As of last night, we've got two new Courses online for everyone in our testing group (described below). They've been assigned to many of you already but are also available via automatic registration to all members of our Group by clicking on them in the Course Catalog.

We look forward to hearing your comments and feedback.

Alice Smith
Group Leader

New Courses: OP-0045 Fun with Flash
OP-0046 Scripting for Profit

Send Reset

Figure 8-3 – Email: To Group

8.1.1 Group: Create a New Email

To create a new Group Email, select **Email: Group** from the Main Menu. Complete the data fields described below.

Element	Description
Group:	Select the Group name from the drop-down list provided. These are validated against the current list of established Group records.
Subject:	Enter the Subject of your Email message.
Message:	Enter the text body/message for your Email.

After making your entries click one of the following:

- **Send** – To save and send your entries.
- **Reset** – To clear your recent entries.

8.2 Email: Assigned to Course

The second submenu option under the **Email** Menu is **Assigned to Course**. This selection displays the **Email: Assigned To Course** Record, providing a utility to create an email to be sent to all Learners/Users who are assigned to take a particular Course (see Figure 8-4 below).

EMAIL: ASSIGNED TO COURSE

The message will be sent to all users/learners assigned to the selected course.

Course: Cabling Termination - Fiber Optics

From: admin@onpointdigital.com

Subject: Course Updated with New Information

Message: Attention: All Assigned Users of Cabling Termination Course

As of March, '05, the Cabling Termination course has been updated to included more sample exercises and overviews on a few new tools that may assist our field crews in learning about fiber optic network in less time and with better retention.

please take the opportunity to review the new Topic called "Standard AcmeTermination Scenarios" when you get the chance.

Thanks in advance for any feedback or ideas about these new course components.

Andy Goodson
Cabling Subject Matter Expert

Send Reset

Figure 8-4 – Email: Assigned to Course

8.2.1 Assigned to Course: Create a New Email

To create a new Assigned to Course Email, select **Email: Assigned to Course** from the Main Menu. Complete the data fields described below.

Element	Description
Course:	Select the Course name from the drop-down list provided. This list is validated against a current listing of Courses in your OnPoint

system.

Subject: Enter the Subject of your Email message.

Message: Enter the message body/text for your Email message.

After making your entries click one of the following:

- **Send** – To save and send your entries.
- **Reset** – To clear your recent entries.

8.3 Email: Assigned to Assessment Set

The second submenu option under the **Email** Menu is **Assigned to Course**. This selection displays the **Email: Assigned To Course** Record, providing a utility to create an email to be sent to all Learners/Users who are assigned to take a particular Course (see Figure 8-5 below).

NOTIFICATION: ASSIGNED TO COURSE

The notification message will be sent to all users/learners assigned to the selected assessment set.

Assessment Set -- Select Assessment Set --

Title

Message

Send Reset

Figure 8-5 – Email: Assigned to Course

8.3.1 Assigned to Assessment Set: Create a New Email

To create a new Assigned to Course Email, select **Email: Assigned to Course** from the Main Menu. Complete the data fields described below.

Element	Description
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Assessment Set:	Select the Assessment Set name from the drop-down list provided.
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This list is validated against a current listing of published Assessment Sets defined in your OnPoint system.

Subject: Enter the Subject of your Email message.

Message: Enter the message body/text for your Email message.

After making your entries click one of the following:

- **Send** – To save and send your entries.
- **Reset** – To clear your recent entries.

8.4 Email: Registered for Event

The third submenu option under the **Email** Menu is **Registered for Event**. This selection displays the **Email: Registered for Event** Record, providing a utility to create an email to be sent to all Learners/Users who are registered to attend a particular Event (see Figure 8-6 below).

EMAIL: REGISTERED FOR EVENT

The message will be sent to all users/learners registered or pending approval for the selected event.

Event: Registration 1 Workflow

From: admin@onpointdigital.com

Subject: Changing Locations

Message: Attention All Acme Associates,

Due to strong demand, our annual Holiday Party will now be held at the Enormo-Doom on River Street rather than the VFW Hall. please make plans to join all your fellow associates for this great event on Saturday, December 14th at 8 PM until whenever.

Looking forward to seeing you there.

Mary Smion
HR Director & Corp Event Coordinator

Figure 8-6 – Email: Registered for Event

8.4.1 Registered for Event: Create a New Email

To create a new Registered for Event Email, select **Email: Registered for Event** from the Main Menu. Complete the data fields described below.

Element	Description
Event:	Select the Event name from the drop-down list provided. Valid Events must already exist as active Events records in your OnPoint system.
Subject:	Enter the Subject of your Email message.
Message:	Enter the message body/text for your Email message.

After making your entries click one of the following:

- **Send** – To save and send your entries.
- **Reset** – To clear your recent entries.

8.5 Email: Assigned to Activity

The fourth submenu option under the **Email** Menu is **Assigned to Activity**. This selection displays the **Email: Assigned to Activity** Record, providing a utility to create an email to be sent to all Learners/Users who are assigned to complete a particular Activity (see Figure 8-7 below).

EMAIL: ASSIGNED TO ACTIVITY

The message will be sent to all users/learners assigned to the selected activity.

Activity: NCR Technical Certification - POS Devices

From: admin@onpointdigital.com

Subject: Vendor Class Being Held Next Week

Message: Attention All Field Service Level I Personnel,
Our current POS hardware vendor, NCR, is holding their quarterly regional training and field support certification session on their T-33 POS platform on December 3-5 at the Holiday Inn - Paramus in Paramus, New Jersey. All FS-L1 resources are required to get this certification as part of their Skill Profile so please check with your manager to see if you can attend.
Please contact Marty in the Travel Department to arrange for your accommodation once your manager has approved your attendance.
Thanks and good.
Aaron Burrberry
vendor Coordinator- NCR

Send Reset

Figure 8-7 – Email: Assigned to Activity

8.4.1 Assigned to Activity: Create a New Email

To create a new Assigned to Activity Email, select **Email: Assigned to Activity** from the Main Menu. Complete the data fields described below.

Element	Description
Activity:	Select the Activity name from the drop-down list provided. These are validated against the current list of pre-defined Activities.
Subject:	Enter the Subject of your Email message.
Message:	Enter the message body/text for your Email message.

After making your entries click one of the following:

- **Send** – To save and send your entries.
- **Reset** – To clear your recent entries.