Feature Guide:

Using the HTML Editor with Triggered Notifications



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Introduction

When building Triggered Notifications for system objects (Courses, Nuggets, Assessment Sets, Tests, Skill Profiles, Events or Activities) you now have a built-in Text Editor (the same editor resident in other areas within Course Manager). This will allow you to add HTML Source code or WYSIWYG (What You See Is What You Get) created text inside the actual message text of the notification.

Why is this useful?

This feature allows you to create Notifications with a bit more color and styling, versus being limited to just entering basic text.

For example: a message reminding the field staff to complete their expense reports may be better noticed if it is includes some styling. Compare the two notification emails below – one with no html editing, and one using html code.

ihawn,

This is a friendly reminder to complete and submit your expense report for our travel to last weeks training event. For reimbursements to be rocessed the following week they need to be in the accounting office by pm on Friday's.

ATTENTION

This is a friendly reminder to complete and submit your expense report for your travel to last weeks training event.

For reimbursements to be processed the following week they need to be in the accounting office by 5pm on Friday's,

Section 1: Creating a Notification using the HTML Editor

1. From within an Assignable Object in Course Manager, select the Triggers subtab to begin setting up a Notification.

Jsers & Groups	Content	Assessments	Skills & Games	Events & /	Activities	Notifications	Administra	ation		
ONTENT: COUR	RSE									
Information	Assignmen	ts Advanced	Triggers Pro	erequisites	Outline	Glossary	Certificates	Skills & Games	Version	Comments
Co	urse ld: 721		7							
Course	Name: 201	4 Ethics Affirma	ation English Ver	sion						
Catalog Des	cription: Add	led by Justin - Ju	ly 18, 2014							
Welcome M	essage: 🗉	Show 1 Edit								
Finish M	essage: 🗉	Show 🔊 Edit	tip							
Estimated D	uration: 0:0	5:00								
Default Back	ground:									
Ci	ategory: Cus	stomer Scorm exa	amples							
Co	pyright:									
Require A	pproval: No									
Max. Regis	trations: Unl	imited								
Ava	ilability:									
OPCV/Mobile C	atalogs: Y									
In OPEC C	Catalog: N									
Du	hlichad Vac	. InL18.2014 1	1-21 AM (1)							

2. On the Triggers screen you will be able to select a Trigger Action from the drop-down on the right. Then select the +Add button to the right of your selection to create the Trigger.

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NTENT: COUR	ISE												
Information A	Assignments	Advanced	Triggers	Prerequisites	Outline	Glossary	Certificates	Skills & Games	Version	Comments			
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											Approved-For-Course	٩	
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3. In this example, we now have an 'Approved-For-Course' Trigger created. Click the Add Notification link to the right of the Trigger type to create the associated notification message that will go out to recipients.

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Users & Groups	Content	Assessments	Skills & Gar	nes Events	& Activities	Notification	Administra	tion				🔀 Home 👔 Help 🚺 Logoul
CONTENT: COU	RSE											
Information	Assignment	ts Advanced	Triggers	Prerequisites	Outline	Glossary	Certificates	Skills & Games	Version	Comments		
Course: 2014 Ethic	s Affirmatio	on English Vers	ion tip							Trigger Actio	n: Select	* + Add
Approved-For-Co	ourse		Add Notifica	tion Add Assi	gnment		Remove Action	Override Star	ndard: Yes			
				R								

4. The Add Notification page will open as a popup on the screen. If you just want to enter plain text into your notification Message field, you can certainly still do this. However, if you would like to add more style or formatting to your notification, click the HTML Editor hyperlink to the left of the Message field area to open the editor.

Trigger:	Approved-For-Course	User Fields	Deep Links
Title:	Notification	user_first_name	Filter:
Message: TML Editor	Click on items in the list at right to add them to the message	user_itale user_organization user_email Department	Courses Nuggets
		assigned_date	
Online Link: Iobile Link:		Course Fields course_id cust_id	
Inline Link: Iobile Link: Send To:	User Via: Standard Notification Email SMS (140 character limit, No HTML) Mobile Push (200 character limit, No HTML) Other Email: When On Days Hours Minutes	course_name course_desc Ims_courseid welcome_message finish_message course_image category_code duration published_flag published_date	
Status:	Immediately + Trigger + 0 0 0 Date: year + month + day + Active +	published_version course_copyright require_approval max_registration	

5. The editor opens and allows you to edit and format your text without the need for an external editing program.

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If you would like to bring in already created HTML Code, you can do this by selecting the Source button in the top left corner. This will switch the editor to HTML mode and allow for the pasting of HTML Code into the text area. Press the Source button again to see the code as it will appear to the user.

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- 6. Once you are satisfied with your formatting, click the Save button at the bottom of the window to have your edited text placed into the notification message field, or click the Cancel button to cancel your editing effort.
- 7. Finish setting up your Triggered Notification as you normally would, and click the Save button at the bottom to save your new notification.

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loti	Title:	Notification	Ê.			user_first_nam user_last_nam	ne	Filter:						
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		Via:	Standard Notif	ication					cust_id					
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			SMS (140 char	racter limit, N	lo HTML)				lms courseid					
		Other Emai	l:						welcome_message					
									finish_messag	e				
		When	On		Dave	Hours	Minutos		course_image					

Section 2: Editing an Existing Notification with HTML Styling

Should you need to edit your HTML-styled message in the future, simply go into the notification, click the HTML Editor link, make your modifications, click the Save button of the Editor, then click the Save button of the Triggered Notification pop-up screen.

Tip: When possible, test out important notifications that have HTML styling to preview how they will appear to the recipients. If you have a test slice, you can set up your notification to go out to just your test group.

Tip: When creating html-styled notifications, consider your audience and what platform(s) they are receiving messaging on (e.g. desktop, laptop, tablet, handset). Be sure you don't do more than what can be handled – some mobile devices may not be able to interpret all of the html styling you may have incorporated into the message.