

# Sent messages

Last Modified on 23/04/2024 11:32 am CDT

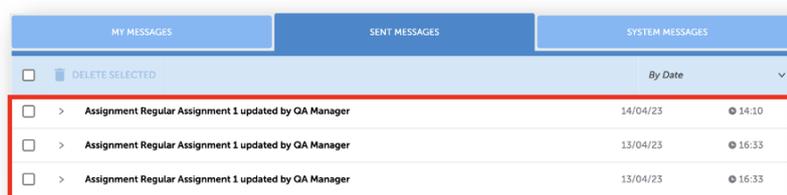
[Leer artículo en español](#)

## Sent Messages

Sent Messages: In this category, the Teacher can access the list of all the messages they have sent to classes or students. This option allows the administrator to maintain a record of the messages they have sent from their account.

The Sent Messages option has the following features:

- **Sent Message History:** This section displays a complete list of messages that the administrator has sent previously. Each message includes the date and time of sending.
- **Communication Tracking:** It facilitates tracking of previous communications. This is useful for maintaining a clear record of interactions and as a reference for shared information.



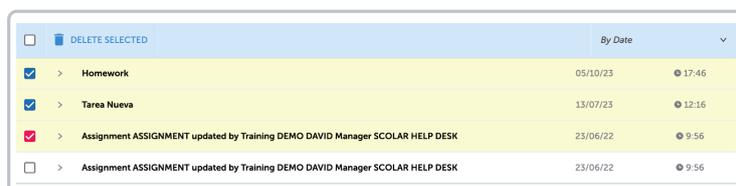
The screenshot shows a user interface with three tabs: 'MY MESSAGES', 'SENT MESSAGES', and 'SYSTEM MESSAGES'. The 'SENT MESSAGES' tab is active. Below the tabs, there is a 'DELETE SELECTED' button and a 'By Date' dropdown menu. A table lists three messages, each with a checkbox, a right-pointing arrow, the message text, the date, and the time. The table is highlighted with a red border.

			By Date	
<input type="checkbox"/>	>	Assignment Regular Assignment 1 updated by QA Manager	14/04/23	14:10
<input type="checkbox"/>	>	Assignment Regular Assignment 1 updated by QA Manager	13/04/23	16:33
<input type="checkbox"/>	>	Assignment Regular Assignment 1 updated by QA Manager	13/04/23	16:33

The platform allows for the deletion of received messages following these steps:

- **Message Selection:** The user can select one or multiple messages they want to delete. This can be done in the sections for received, sent, or system messages.
- **Option Delete Selected:** After selecting the messages, click on the **Delete Selected** option. This action will permanently delete the selected messages.

The platform displays a warning that this action cannot be undone. This ensures that the user is aware of the permanent deletion of the messages.



The screenshot shows a user interface with a 'DELETE SELECTED' button and a 'By Date' dropdown menu. A table lists four messages, each with a checkbox, a right-pointing arrow, the message text, the date, and the time. The first three messages are highlighted in yellow, and their checkboxes are checked.

			By Date	
<input checked="" type="checkbox"/>	>	Homework	05/10/23	17:46
<input checked="" type="checkbox"/>	>	Tarea Nueva	13/07/23	12:16
<input checked="" type="checkbox"/>	>	Assignment ASSIGNMENT updated by Training DEMO DAVID Manager SCOLAR HELP DESK	23/06/22	9:56
<input type="checkbox"/>	>	Assignment ASSIGNMENT updated by Training DEMO DAVID Manager SCOLAR HELP DESK	23/06/22	9:56



If you have any additional questions, please refer to the Frequently Asked Questions section: [Click on here](#)