My messages
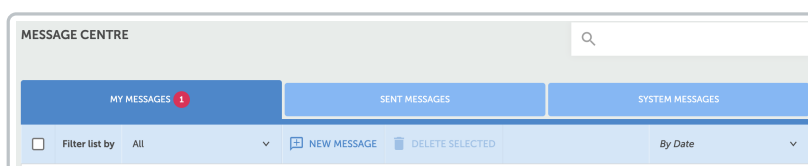
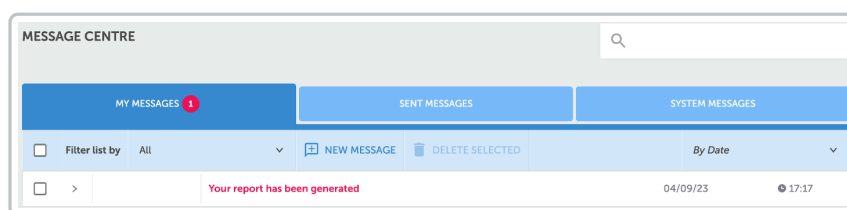Last Modified on 21/02/2024 9:48 am CST

My Messages

Notifications are messages that are sent and received within the RLP platform. These messages are used to communicate with users and keep them informed about various events, updates, or interactions within the platform. The notifications section in the RLP platform is designed to manage these messages in an organized and effective manner.

My messages: In this section, the Training Manager can access all the messages they have received on the platform. Furthermore, in this option, new messages can be created and sent to both all students enrolled in assigned classes and individually selected students.
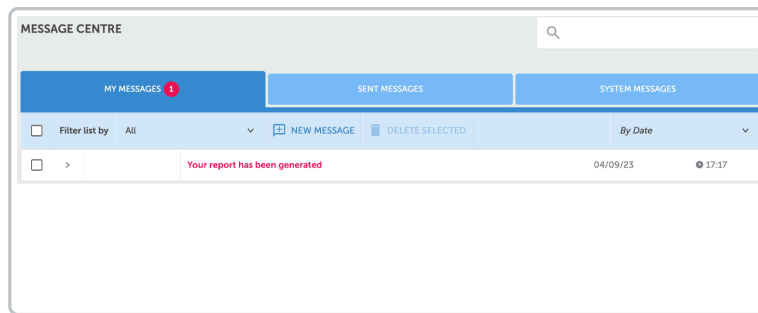

- **Create a New Message:** In this option, you can compose and send new messages. You can send messages to all students enrolled in different classes or choose specific students.
- **Delete:** In this option, you can delete received messages by selecting the message and clicking on **Delete Selection**. This action must be confirmed as it cannot be reversed.

The **My Messages** option in the platform provides the Training Manager with a set of tools for efficiently and organized communication with students. This facilitates interaction with students and enables direct communication.
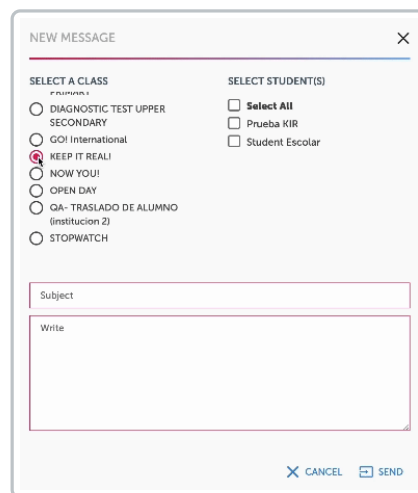

How do I send a new message?

To send a new message, click on **New Message**.

A pop-up window will appear in which you should select the class or specific students you want to address your message to. Additionally, you can enter a subject relevant to the message. Furthermore, you will find a designated text box to compose the content of the message you wish to convey.

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.