

Notifications

Last Modified on 21/02/2024 9:55 am CST

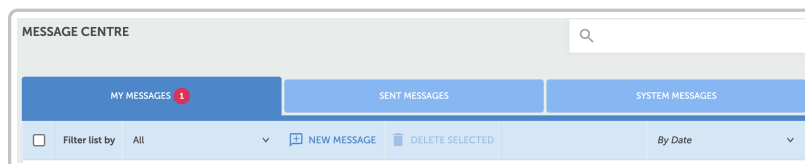
My messages

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My Messages

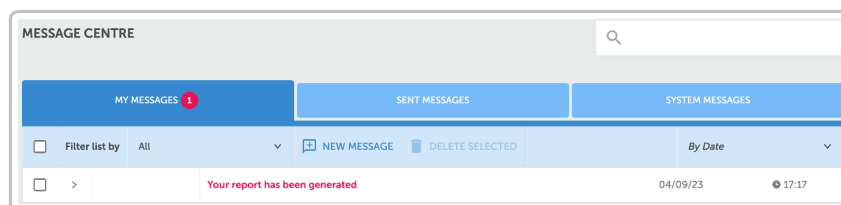
Notifications are messages that are sent and received within the RLP platform. These messages are used to communicate with users and keep them informed about various events, updates, or interactions within the platform. The notifications section in the RLP platform is designed to manage these messages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



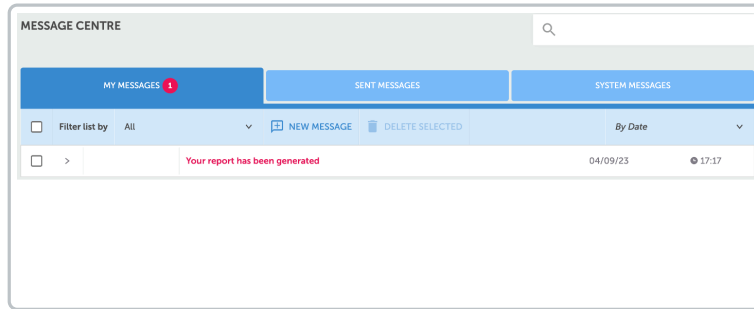
- **Create a New Message:** In this option, you can compose and send new messages. You can send messages to all students enrolled in different classes or choose specific students.
- **Delete:** In this option, you can delete received messages by selecting the message and clicking on **Delete Selection**. 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.

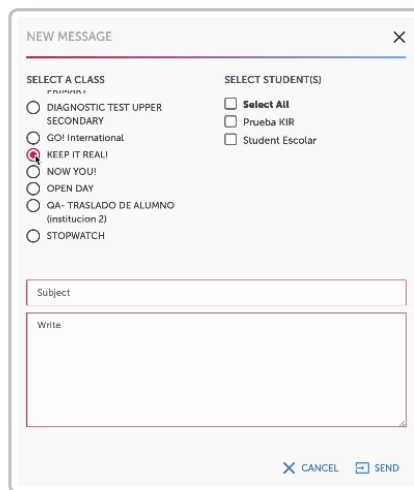


How do I send a new message?

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



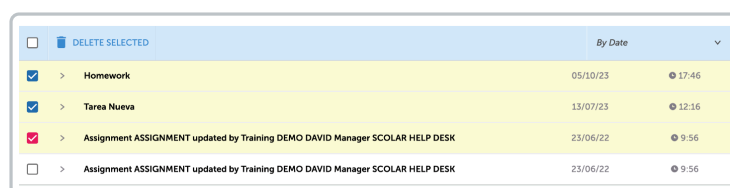
A pop-up window will appear in which you should select the class or specific students you want to address your message to. Additionally, you can enter a subject relevant to the message. Furthermore, you will find a designated text box to compose the content of the message you wish to convey.



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.



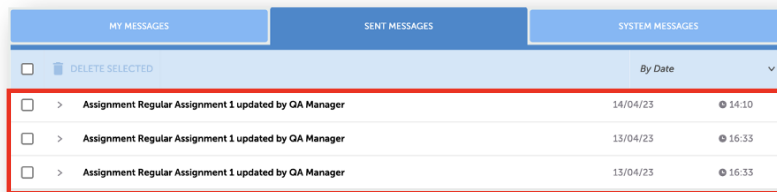
Sent messages

Sent Messages

Sent Messages: In this category, the Training Manager 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.



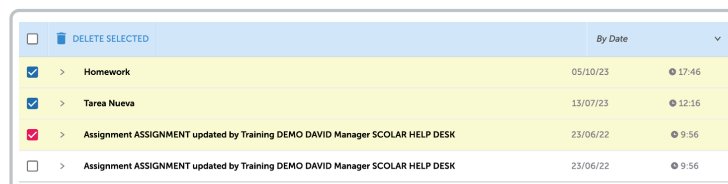
The screenshot shows a table with three columns: 'MY MESSAGES', 'SENT MESSAGES', and 'SYSTEM MESSAGES'. The 'SENT MESSAGES' tab is active. Below the tabs, there is a 'DELETE SELECTED' button and a 'By Date' dropdown menu. The table contains three rows of messages, all with the subject 'Assignment Regular Assignment 1 updated by QA Manager'. The first row is dated 14/04/23 at 14:10. The second and third rows are dated 13/04/23 at 16:33. Each row has a checkbox on the left and a circular icon on the right.

		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

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The screenshot shows a table with a yellow background for the selected rows. The 'DELETE SELECTED' button is now highlighted in blue. The table contains four rows. The first three rows are selected, indicated by a blue checkmark in the checkbox column. The first row is 'Homework' dated 05/10/23 at 17:46. The second row is 'Tarea Nueva' dated 13/07/23 at 12:16. The third row is 'Assignment ASSIGNMENT updated by Training DEMO DAVID Manager SCOLAR HELP DESK' dated 23/06/22 at 9:56. The fourth row is 'Assignment ASSIGNMENT updated by Training DEMO DAVID Manager SCOLAR HELP DESK' dated 23/06/22 at 9:56. Each row has a checkbox on the left and a circular icon on the right.

		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

System messages

System Messages

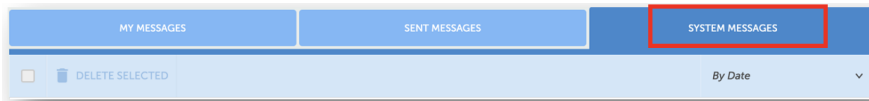
System messages: This option displays messages that the system sends automatically, providing relevant information about tasks and assessments assigned to students.

Received, sent, and system messages can be deleted by selecting the message or messages you want to delete and then clicking on the **Delete Selected** option.

This action cannot be undone. The main features of **System Messages** are as follows:

- **Automatic Information:** These messages are generated by the system to provide important details about tasks and assessments.
- **Aid in Management:** System messages aim to facilitate task and assessment management by keeping

students informed about deadlines, requirements, and other relevant instructions.



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