

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

How to use the Moodle Messaging Feature

Student Training Series

Topics covered in this tutorial:

- How to use the Moodle Messaging Feature in your CDX courses.

Need further instruction?

Visit <http://www.cdxauto.com/TrainingLibrary>

Need support?

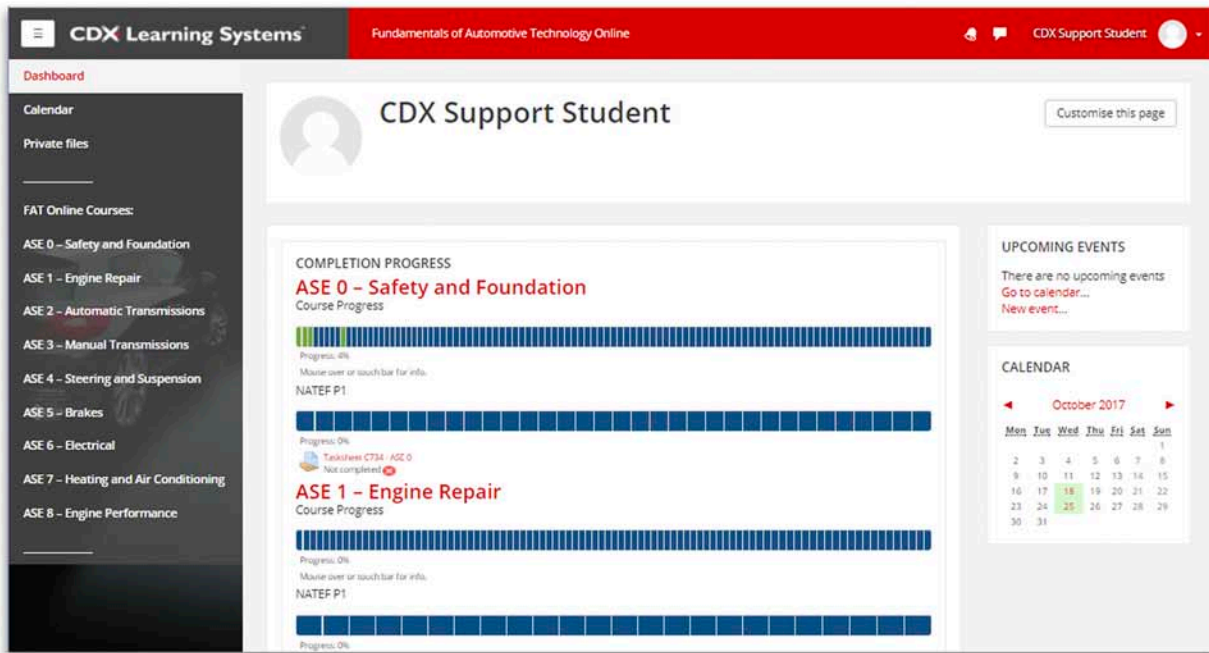
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

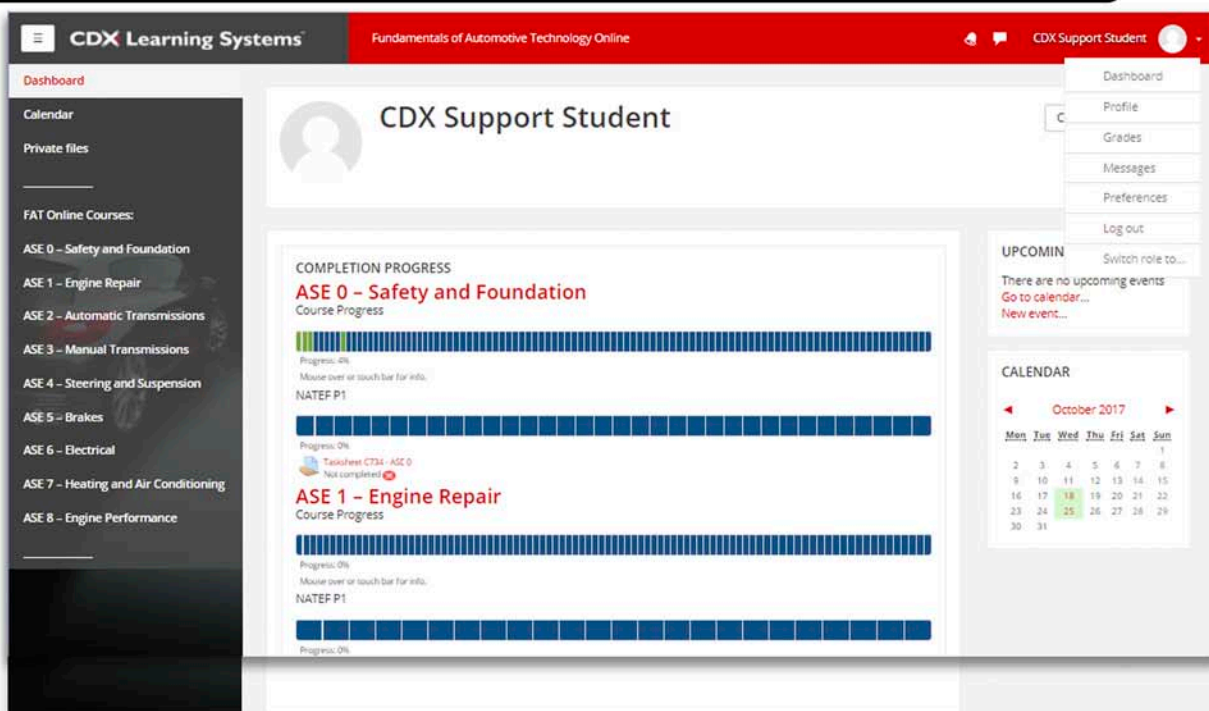
Phone: 1-844-273-7537

Begin by logging into your account at cdxauto.com and navigating to your CDX FAT Online Course.

The messaging feature allows Students and Instructors to communicate with each other in an easy and convenient fashion.



To access the messaging features. Begin by clicking on the drop down menu at the top right of the page, then select the Messages option.



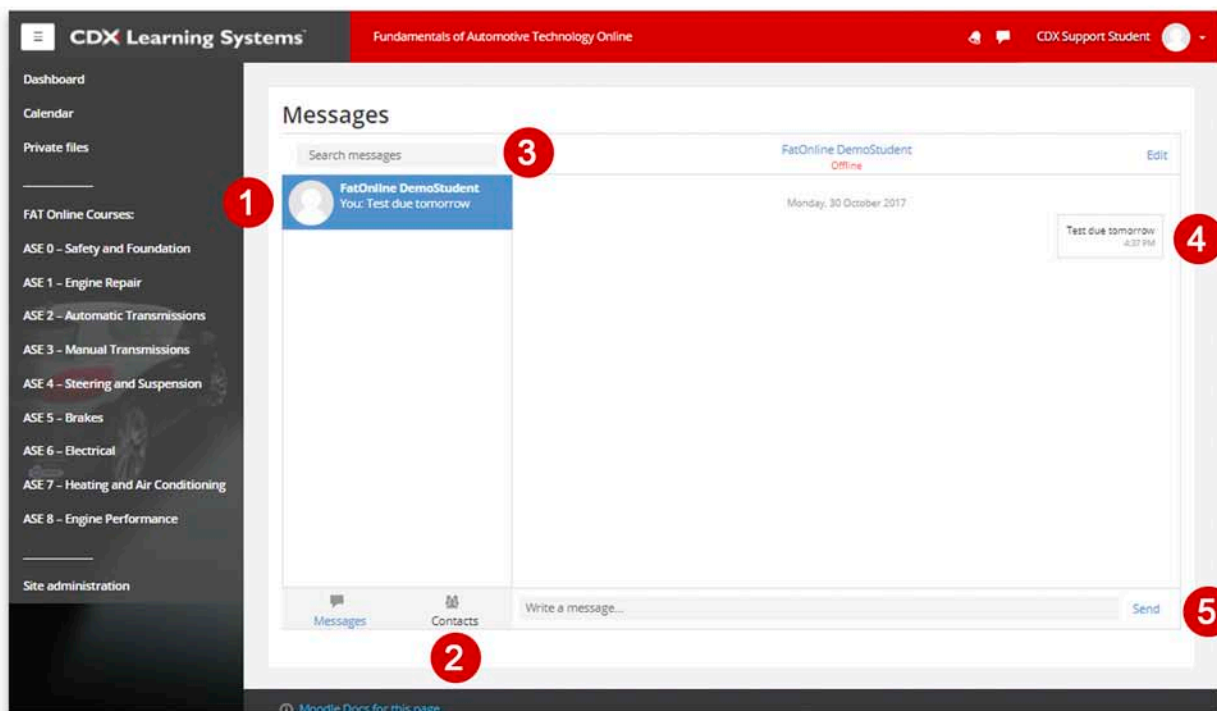
On the left side you will see a list of messaging threads that you have with your account.¹

At the bottom, you can toggle this list to show you contacts that you have conversations with.²

If you'd like to start a message thread with a new contact, search their name in the search bar, and click on their name.³

On the right side of the page you will see the message thread. If it is a new thread, you will not see any messages yet.⁴

At the bottom you can type your message into the Write Message field. Then click send to send your message.⁵



The user you are messaging will receive your message as a notification at the top of the page, and can respond in the same way you sent your message.

When you receive a reply you will also get a notification at the top of the page where you see the messaging option.

Clicking on that icon¹ will pull up a window that shows you any new messages you've received.

Clicking on those messages² will bring you to the same Messages page that we looked at before.

The screenshot displays the Moodle interface for 'CDX Learning Systems' with the course 'Fundamentals of Automotive Technology Online'. The user is logged in as 'Support Student'. A notification window (labeled '1') is open at the top right, showing two messages: 'CDX Support You: Test tomorrow' and 'FatOnline DemoStudent You: Test due tomorrow'. The main 'Messages' page (labeled '2') is visible below, showing a search bar and a list of messages from 'CDX Support' and 'FatOnline DemoStudent', both with the subject 'You: Test tomorrow'. The left sidebar contains navigation options like 'Dashboard', 'Calendar', and 'FAT Online Courses'.