

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

How to use the Moodle Messaging Feature

Instructor 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?

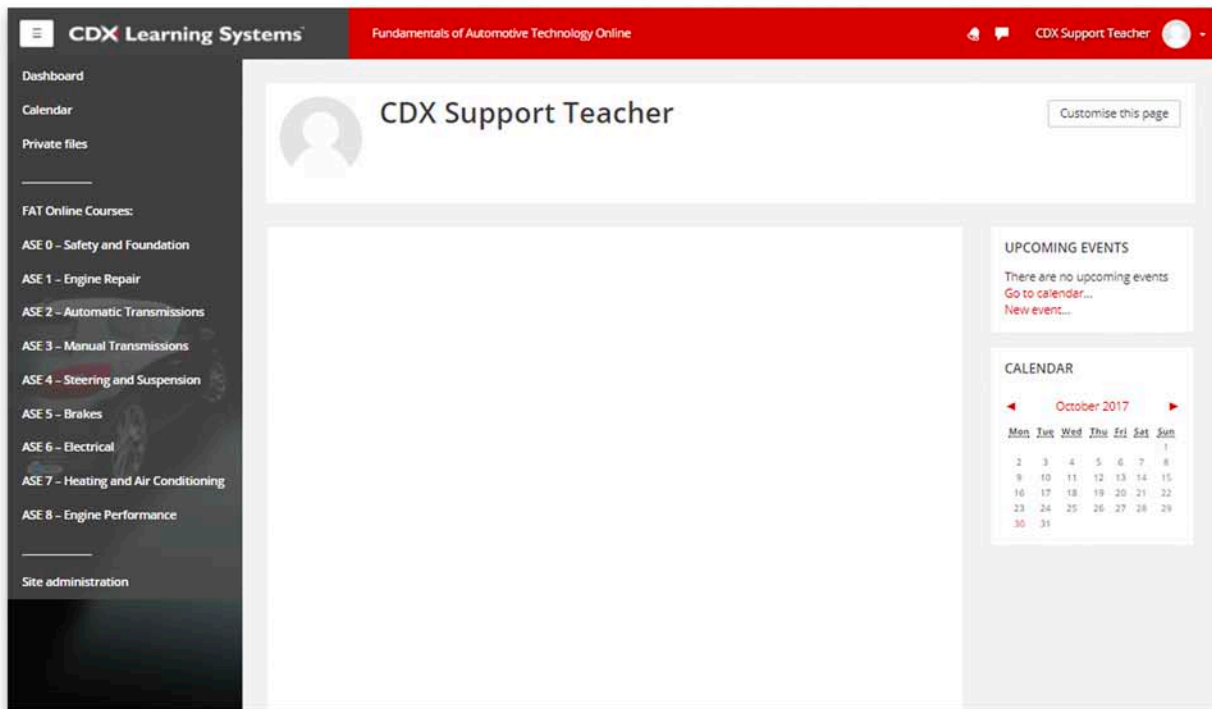
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

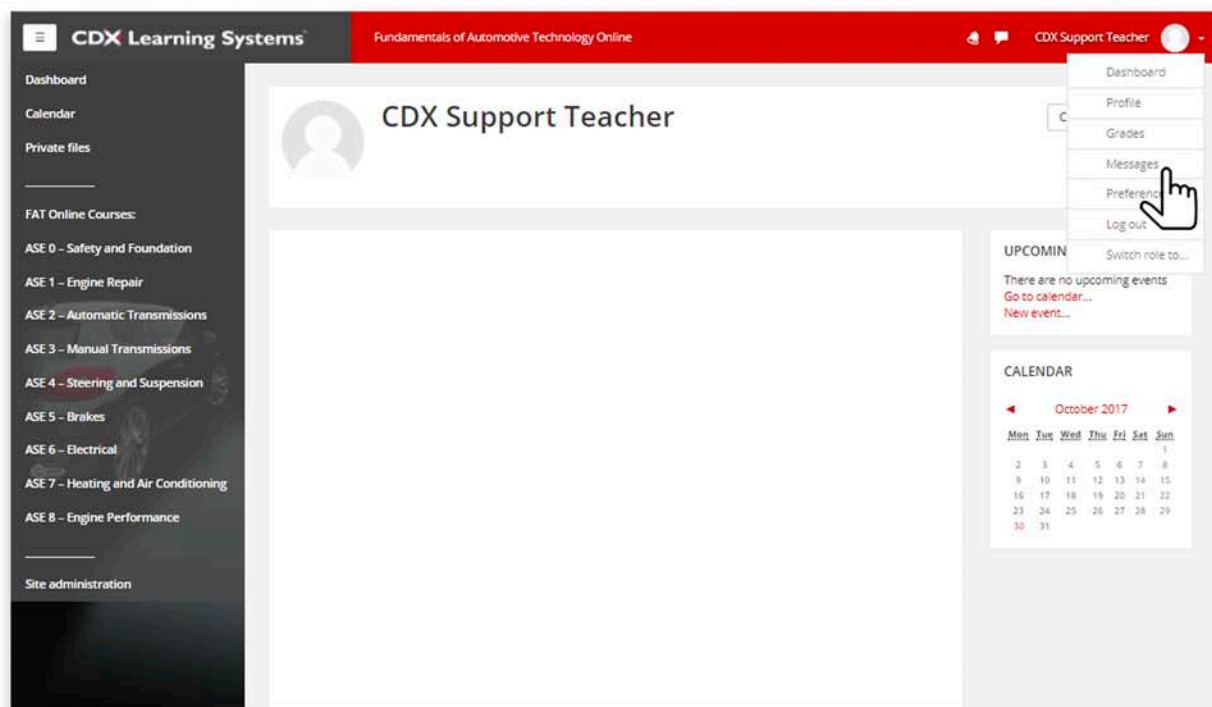
Phone: 1-844-273-7537

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 screenshot shows the CDX Learning Systems interface. On the left is a navigation menu with 'FAT Online Courses' listed from ASE 0 to ASE 8. The main area is titled 'Messages' and features a search bar (3), a list of message threads (1), and a 'Messages' toggle button (2). The selected thread shows a contact 'FatOnline DemoStudent' (Offline) with a message 'You: Test due tomorrow' and a date 'Monday, 30 October 2017'. A 'Test due tomorrow' notification (4) is visible. At the bottom, there is a 'Write a message...' input field and a 'Send' button (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 'Fundamentals of Automotive Technology Online'. The top navigation bar is red and contains the CDX Learning Systems logo, the course title, and a notification icon (1) next to the user name 'Support Teacher'. A sidebar on the left lists various course sections from ASE 0 to ASE 8, along with 'Site administration'. The main content area shows the 'Messages' page for 'CDX Support Teacher', with a notification icon (2) next to the user name. A 'Messages' window is open, showing two messages: one from 'CDX Support' and one from 'FatOnline DemoStudent', both with the subject 'You: Test tomorrow'. The main messages list below also shows these two messages. A search bar and an 'Edit' button are visible in the messages list.