Pager 8.3 to 8.4.x

User Guide
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What is Pager?

The pager is an online messaging tool that you can use to send text messages directly to other users who are currently logged into the Learning Environment. This tool allows users to pose questions on a one-to-one basis to fellow users. The pager is an excellent, just-in-time communication tool that identifies users who are online and gives users the ability to communicate efficiently from anywhere within their course.

Note Users using screen readers may want to turn the Pager notification off, as the refresh rate for the Pager causes some screen readers to start over at the beginning of the page.

To access the pager
On your home page, click the Pager link in the navigation bar.

Adding a contact

1. In thePager pop-up, click Add. The Add A New Contact pop-up displays.
2. Type in the username (if known) and click Add.
   OR
   Click the Add Classmate(s) radio button. Select a class from the drop-down list, then select a user and click Add.
3. When you are finished adding users, click Cancel to close the Add A New Contact pop-up. The users you just added are in the Personal Contacts list on the Pager pop-up.

Removing a contact

1. In thePager pop-up, click Remove. The Remove Contact pop-up displays.
2. Select the user(s) that you want to remove from your Contacts List.
3. Click Remove, then Close. The contacts will now be removed from your Personal Contacts list on the Pager pop-up.
Send a message

1. In the Pager pop-up, click the contact’s name. The Send Page pop-up displays.
   OR
   Click the New Page button. In the Send Page pop-up, click the To button, select the user and click OK.
2. Type your message in the Message field.
3. Click Send.

Refresh the pager

Use this option to check your messages at any time in between the Pager refresh cycles.

In the Pager pop-up, click the Refresh button. The Pager pop-up refreshes and displays any new messages that you have received.

Example in action: the just-in-time communication tool

The pager is an excellent just-in-time communication tool for rounding up a group of users to meet in a chat room to discuss a group project. The pager shows other users online and offline. In addition, you can send multiple users a page simultaneously. Faster than email, the pager is a great way to deliver informal feedback to small groups or user by user. The pager maintains a record of conversations that you can review. Click H beside a user’s name to access pager history.
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