

Module notifications

Once your module is in the catalogue, whether you have made it mandatory or not, it is possible to send out reminder emails using the Notifications option.

For Admins, you'll find this in the bottom bar, next to the Add to Catalogue button.

Once opened, you'll see the module's name and description and underneath a row called Module Allocation. This refers to an email which can be sent out informing a learner this module allocated to them as Mandatory.

Earlier in this module, we looked at the Template Manager, which allowed you to customise email templates for your company. But each email within a module can also be personalised by clicking on the Customise button.

The email template opens. In this platform, the only template for allocation I can select is the System Template, but using the template manager, it is possible to create variations.

I can alter the text and use the placeholders to personalise the email. Any changes I make here are only for this module. If I wish to use this email style elsewhere, I will need to make the changes in the main Template Manager.

The title of this pop up also says Template Manager, which is why the module's name and description are also shown. So that you don't get lost in the system.

When you're happy with your changes, click Save Changes.

Now any Learner account allocated this module as a Mandatory module, will receive an email automatically.

However – if you create a mandatory module for a group of Learners and new Learners join this group AFTER you have set it, these new learners will NOT receive a module allocation email. To trigger an email for them, you must return to the Add to Catalogue panel and click Add again.

You'll see that the Notification panel has recorded your alteration, with the option to make further changes or revert to the original template.

If we now expand Reminders, you'll see a new set of rows, clicking on the information icon explains each notification's purpose.

And once again, you can customise these notifications. Reminder emails are connected to the Due Dates set when adding a module to a catalogue and work regardless of when the Learner's account was created.

Module notifications (cont.)

Closing the automated notifications panel for the moment, there is another notification you can send from this button. An instant notification.

Clicking on the Notifications button now and selecting Send Notification, a new empty email opens.

In the Send to dropdown, I have a lot of options, hopefully all self-explanatory.

- All will send an email to all Learners.
- Not started will notify all learners who have the module visible.
- In Progress and its variations identifies Learners working through the module currently.

The Mandatory only checkbox allows to you filter your email to just the Learners who take the module.

Subject and the message body both have the placeholder options for personalisation.

And you can flag the message as high priority.

When ready, you simply click Send.