Using Messages in Lok Jack eLearning

You can send and receive messages to other students and lecturers using Lok Jack eLearning.

In Lok Jack eLearning you can check for new messages or view previous messages.

You can use one of the methods below:

- The Message Block
- A course participant’s profile

Using the Message Block

From your myeLearning Home Page or your Course Home Page:

1. Click on Messages in the messages block.
The Main Messages Window will open.

The Message Window from the sender will be opened.

2. Click on the Blue Link under “Incoming Contacts” to view new messages received.
3. To reply to the message, click in the text box and type the message you would like to send.

4. Click the **Send Message** button.
Using Search to send a message

1. Click the **Search** tab on the Main Messaging page.

   ![Search Tab](image)

   Your contact list is currently empty

   To send a message to someone, or to add a shortcut for them on this page, use the **search** tab above.

   **Incoming Contacts (1)**

   ![Rodney Harris](image)

   (These messages are from people who are not in your contact list. To add them to your contacts, click the “Add contact” icon next to their name.)

   This page refreshes automatically every 60 seconds

   The Search Window opens.

2. Type the name of the participant you would like to search for in the **Name** text box.

3. Click **Search**.
The Search Results for users found are displayed in the Search Results window.

4. Click on the participant’s name.

The message screen will open.
Sending a message through a participant’s profile

From your GSB eLearning Course Home Page:

1. Click on **News forum**.

The News forum window will open.

2. Click the participant’s name

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**Summer Session**

**ECNG2006 (EE2SMS) Introduction to Microprocessors**

Hi Welcome to the 6th summer session support web-site.

This site contains a collection of tools and information to help you fulfill the course requirements.

My name is Cathy, I will be lecturing the course as well as monitoring & updating this site.

Classes will run in the lab everyday for 10 days (two weeks), two hours morning and evening, with supervised self/group lab work between classes.

In the remaining weeks, students should use the online discussion boards for support from your instructors and demonstrators.

Your mark mark is 100% exam-based; however, we will be enforcing attendance and participation requirements: i.e. 75% attendance at class, completion of online quizzes and participation in discussion/group work.

**Dates:**
- 11-24th June: students undertake and submit exercises online
- 25th June - 6th July: classes in lab weekdays 10-12 and 2-4.
- 7-13th July: students undertake and submit exercises online

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The message screen will open.

3. Click the **Send message** button

The message screen will open.

For more information about how to use Lok Jack eLearning, contact:

gsbhelpdesk@gsb.tt

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