

**Job Aid: Send Notifications**

**Course: Learning Needs Management**

**Topic Lab: Send Item/Curriculum Assignment Notification**

**Prerequisite Courses**

- Introduction to LearningLink Administration
- Learning Needs Management

**Description**

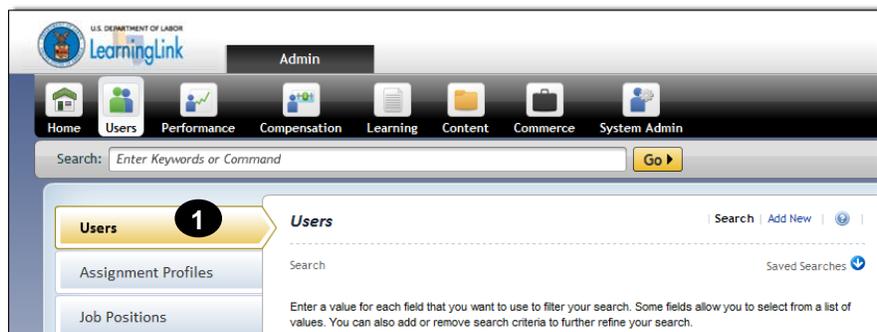
The purpose of this job aid is to guide administrators through the step-by-step process of creating and sending notifications.

**Tasks**

- A. Create and Send Ad-hoc Notifications from User Search Results
- B. Create and Send Notifications Using Send Notifications Tool

**Task A. Create and Send Ad-hoc Notifications from User Search Results**

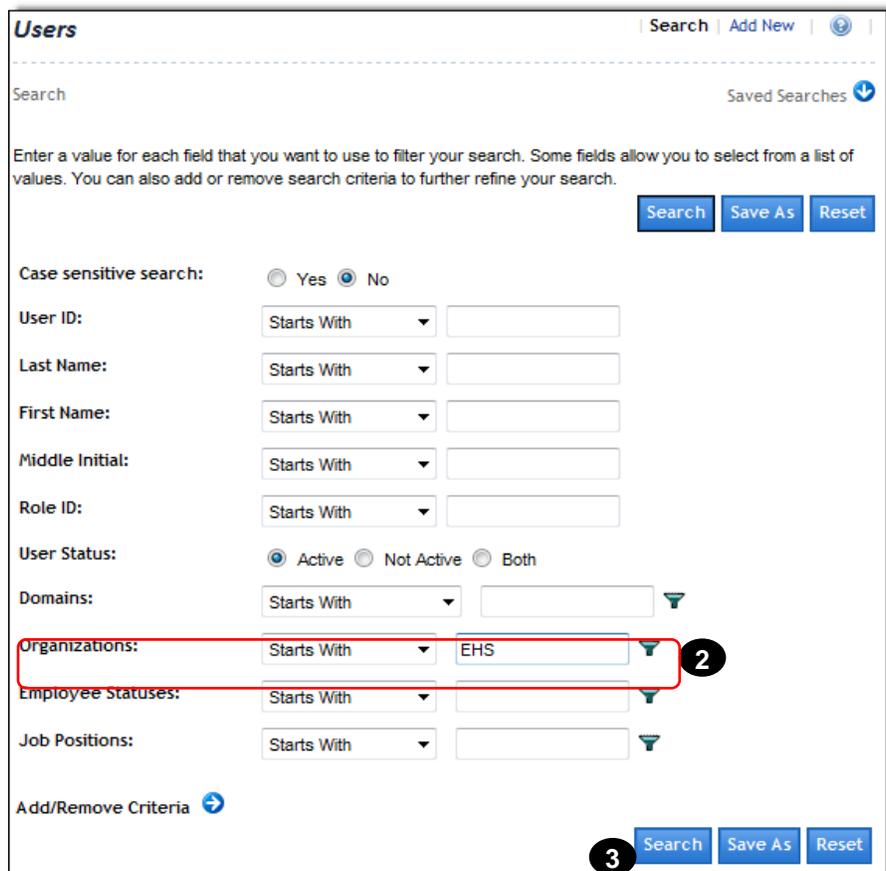
**1** Navigate to Uses > Users.



Search for a user by entering criteria for one or more fields.

For this example, let's search for all users within a specific organization.

- 2 Enter the organization ID in the Organizations field.
- 3 Select Search.



**Users** Search Add New

Search Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

Case sensitive search:  Yes  No

User ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status:  Active  Not Active  Both

Domains: Starts With

**Organizations:** Starts With **EHS** **2**

Employee Statuses: Starts With

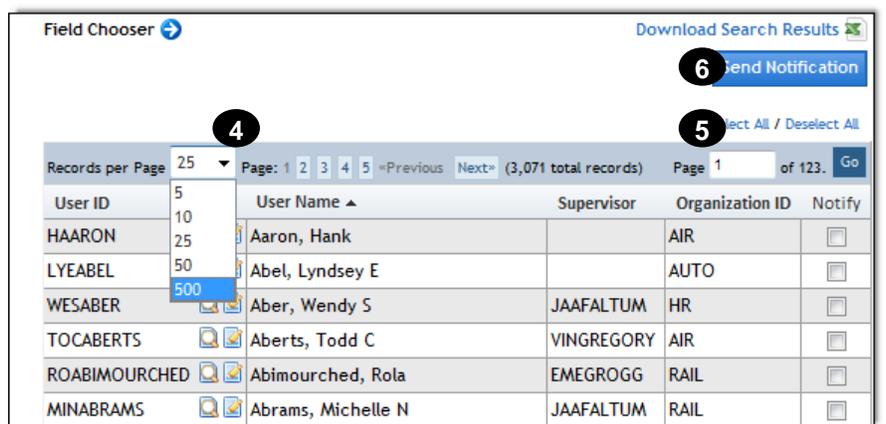
Job Positions: Starts With

Add/Remove Criteria

**3** Search Save As Reset

The results display all the records that meet the entered criteria.

- 4 If you wish to send a notification to all members of this organization, change the view per page to 500 or All.
- 5 Select the Select All link to select all users.
- 6 Select Send Notification.



Field Chooser Download Search Results

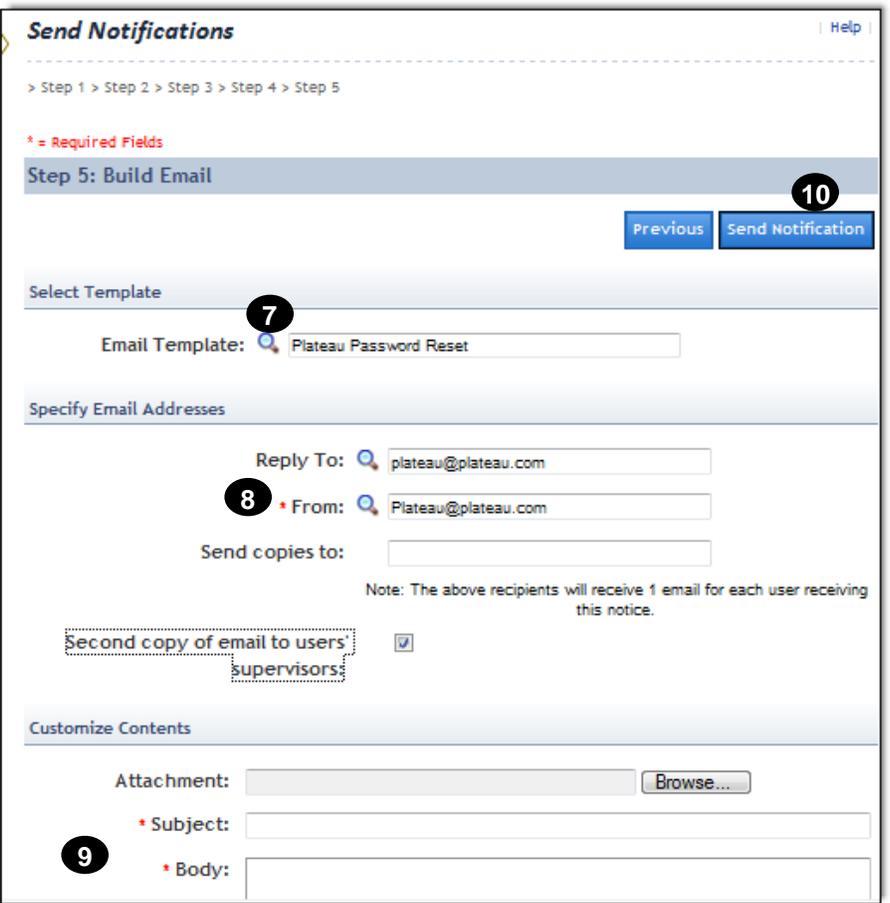
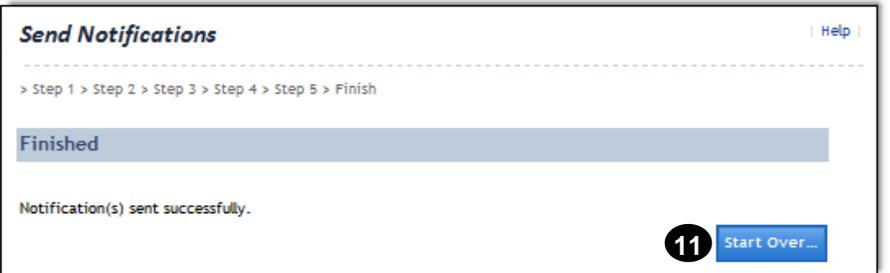
**6** Send Notification

**5** Select All / Deselect All

**4**

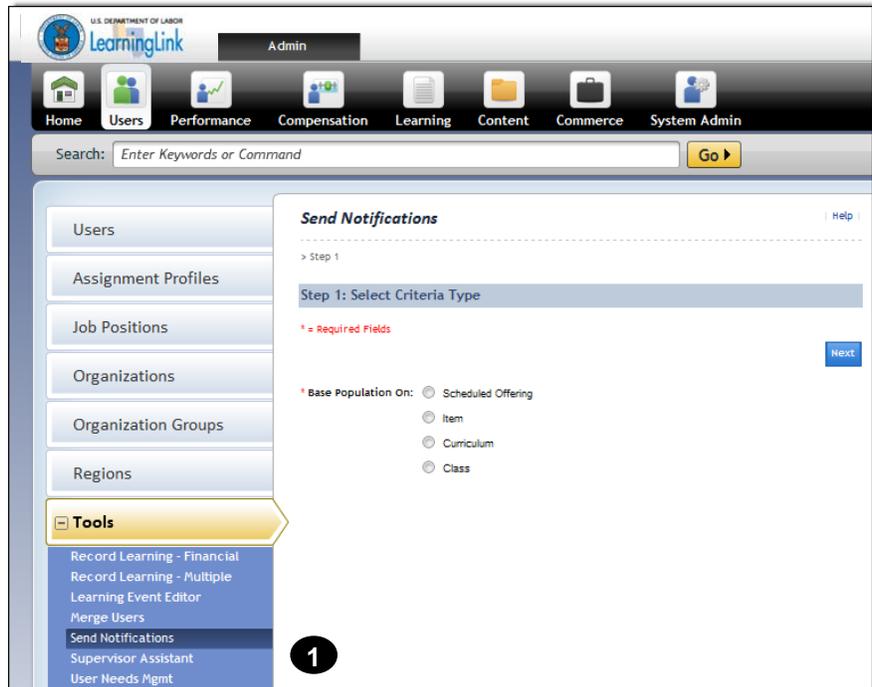
Records per Page 25 Page: 1 2 3 4 5 «Previous Next» (3,071 total records) Page 1 of 123. Go

User ID	User Name	Supervisor	Organization ID	Notify
HAARON	Aaron, Hank		AIR	<input type="checkbox"/>
LYEABEL	Abel, Lyndsey E		AUTO	<input type="checkbox"/>
WESABER	Aber, Wendy S	JAAFALTUM	HR	<input type="checkbox"/>
TOCABERTS	Aberts, Todd C	VINGREGORY	AIR	<input type="checkbox"/>
ROABIMOURCHED	Abimourched, Rola	EMEGROGG	RAIL	<input type="checkbox"/>
MINABRAMS	Abrams, Michelle N	JAAFALTUM	RAIL	<input type="checkbox"/>

<p><i>Step 5: Build Email</i> of the Send Notifications wizard displays.</p> <p><b>7</b> Select the select icon (  ) to select an email template.</p> <p><b>8</b> Select a Reply To and From email address.</p> <p><b>9</b> Contents of the message can be customized by making any necessary edits to the subject and body of the message as well as adding an attachment.</p> <p><b>10</b> Select Send Notification.</p>	
<p>You have successfully sent a notification to all selected users.</p> <p><b>11</b> Select the <b>Start Over...</b> button to send additional notifications to a user population based on scheduled offering, item, curriculum, or class.</p>	

**Task B. Create and Send Notifications Using Send Notifications Tool**

**1** Navigate to Users > Tools > Send Notifications.

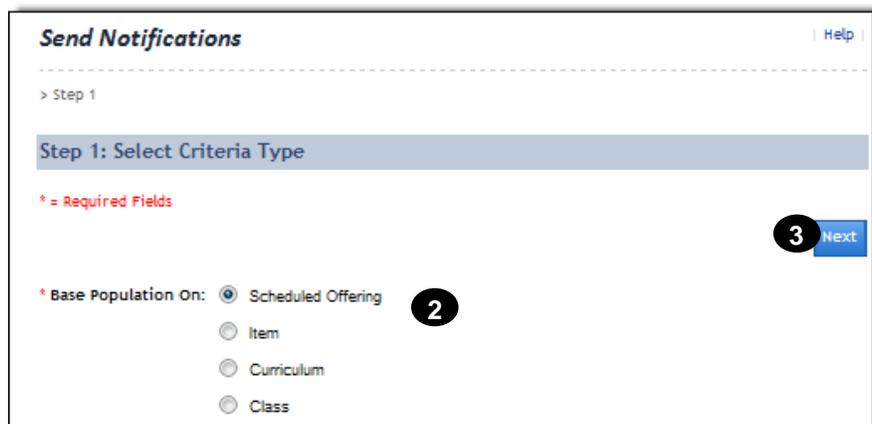


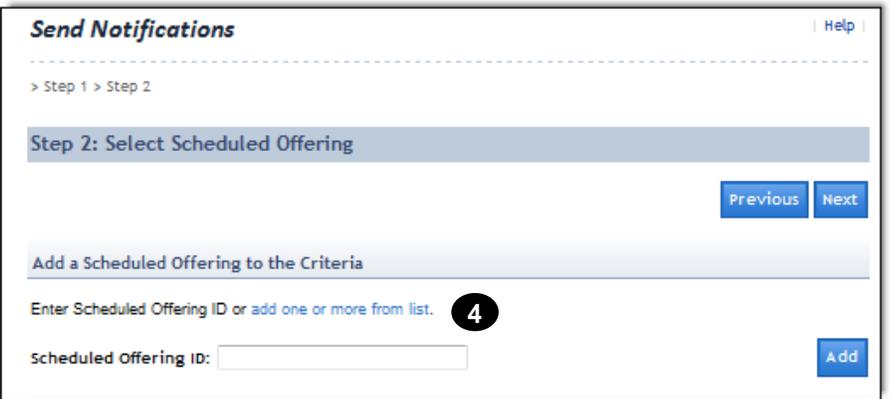
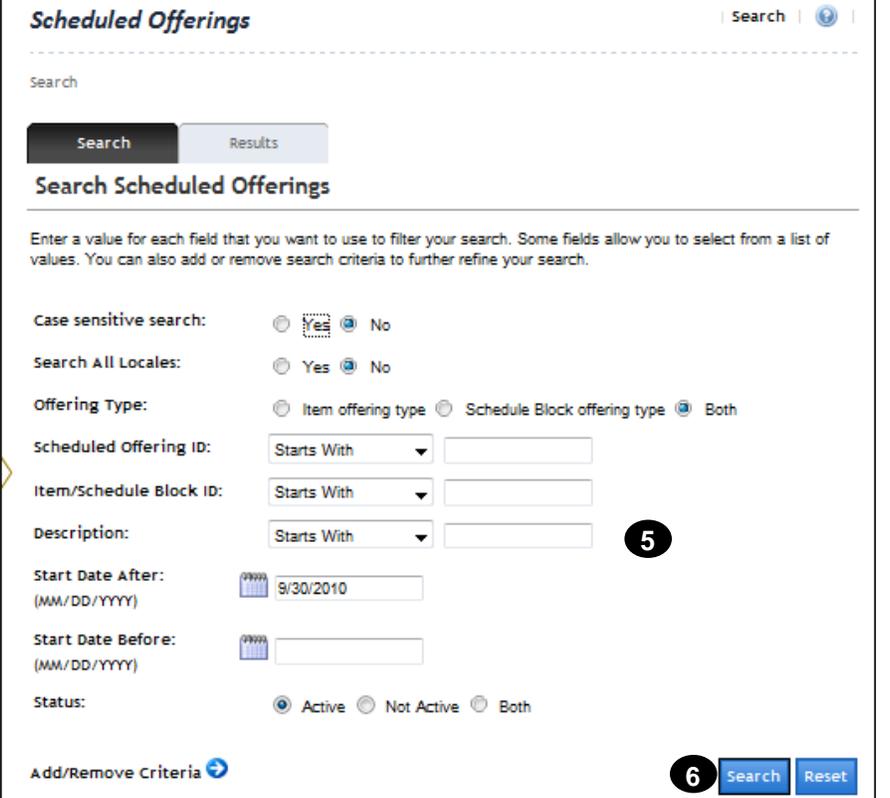
*Step 1: Select Criteria Type* of the Send Notifications wizard displays.

**2** Select the criteria type on which the user population is based.

For this example, let's search for all users within a specific scheduled offering.

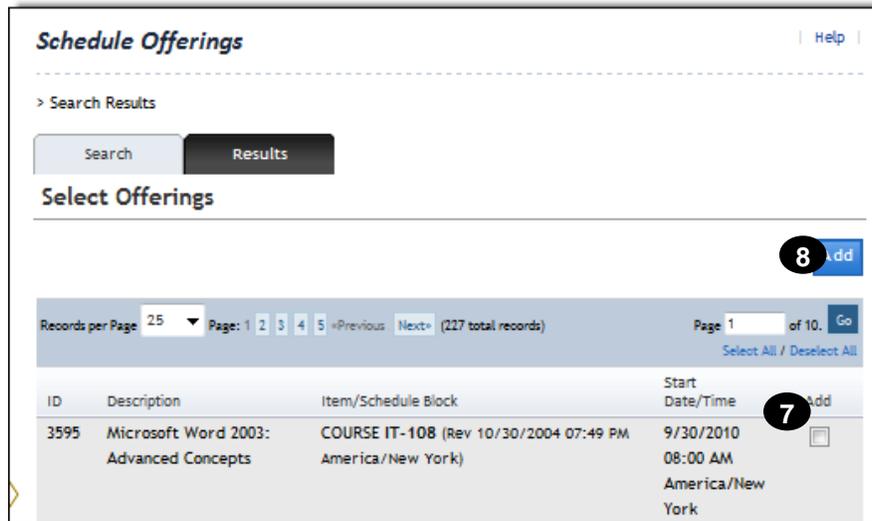
**3** Select Next.



<p><b>4</b> Step 2: Select Scheduled Offering of the Send Notifications wizard displays.</p> <p><b>4</b> Add a scheduled offering to the criteria by selecting the <b>add one or more from list</b> link to search for the offering.</p>	
<p><b>5</b> Search for a scheduled offering by entering criteria.</p> <p><b>6</b> Select Search.</p>	

**7** Select the scheduled offering by selecting the **Add** checkbox.

**8** Select **Add** to continue.



**Schedule Offerings** | Help

> Search Results

Search Results

**Select Offerings**

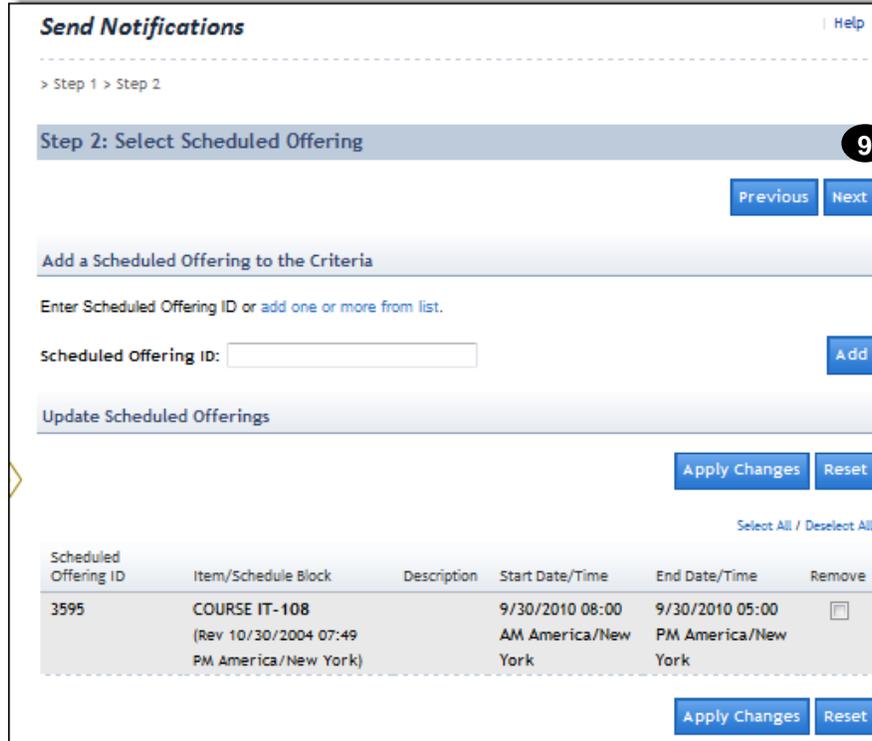
Records per Page: 25 Page: 1 2 3 4 5 «Previous Next» (227 total records) Page 1 of 10. Go  
Select All / Deselect All

ID	Description	Item/Schedule Block	Start Date/Time	<b>7</b> Add
3595	Microsoft Word 2003: Advanced Concepts	COURSE IT-108 (Rev 10/30/2004 07:49 PM America/New York)	9/30/2010 08:00 AM America/New York	<input type="checkbox"/>

**8** Add

This returns you to Step 2 of the Send Notifications wizard.

**9** Select **Next**.



**Send Notifications** | Help

> Step 1 > Step 2

**Step 2: Select Scheduled Offering**

Previous Next

Add a Scheduled Offering to the Criteria

Enter Scheduled Offering ID or add one or more from list.

Scheduled Offering ID:  Add

Update Scheduled Offerings

Apply Changes Reset

Select All / Deselect All

Scheduled Offering ID	Item/Schedule Block	Description	Start Date/Time	End Date/Time	Remove
3595	COURSE IT-108 (Rev 10/30/2004 07:49 PM America/New York)		9/30/2010 08:00 AM America/New York	9/30/2010 05:00 PM America/New York	<input type="checkbox"/>

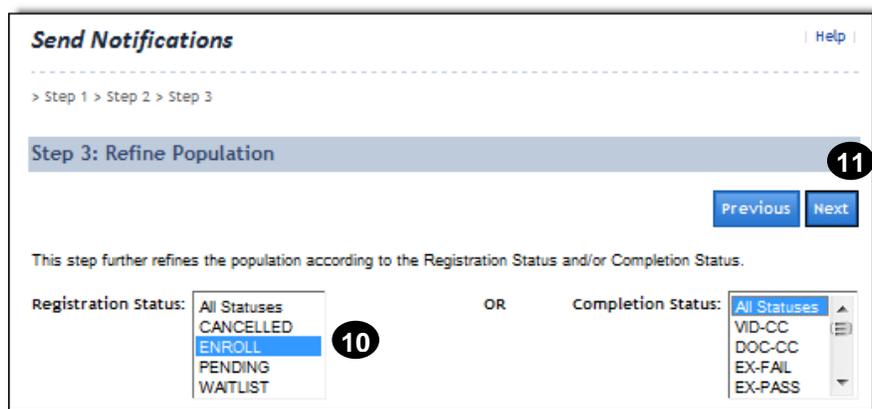
Apply Changes Reset

**9**

*Step 3: Refine Population of the Send Notifications wizard displays.*

**10** Select a registration status for the scheduled offering or a completion status for the scheduled offering. In this example, let's select all users currently enrolled.

**11** Select Next.



*Step 4: Add/Remove Users of the Send Notifications wizard displays.*

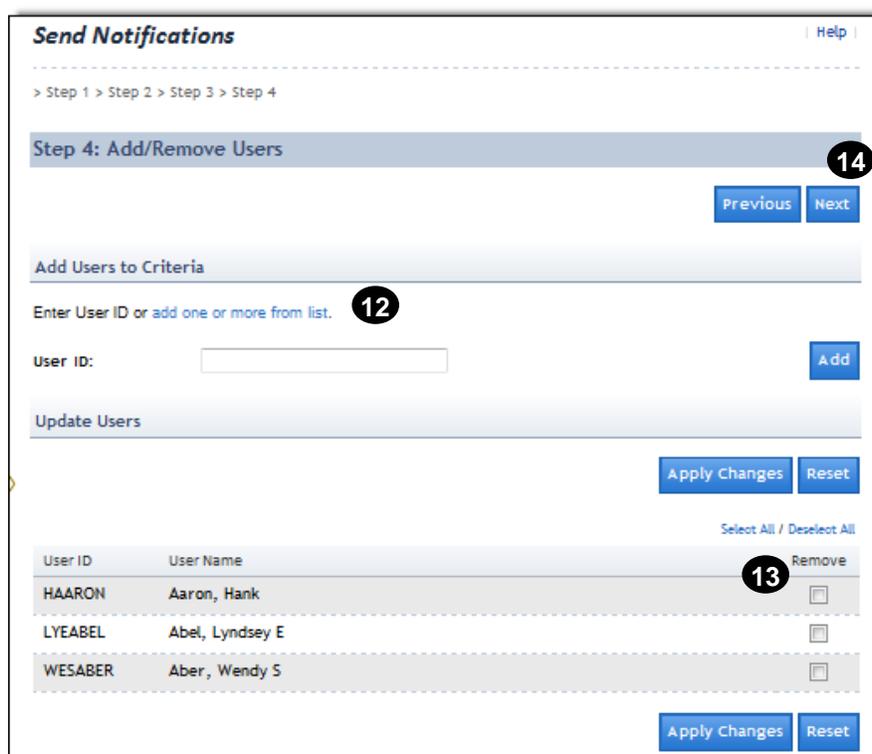
Review the list of enrolled users.

**12** Select the **add one or more from list** link to add more users.

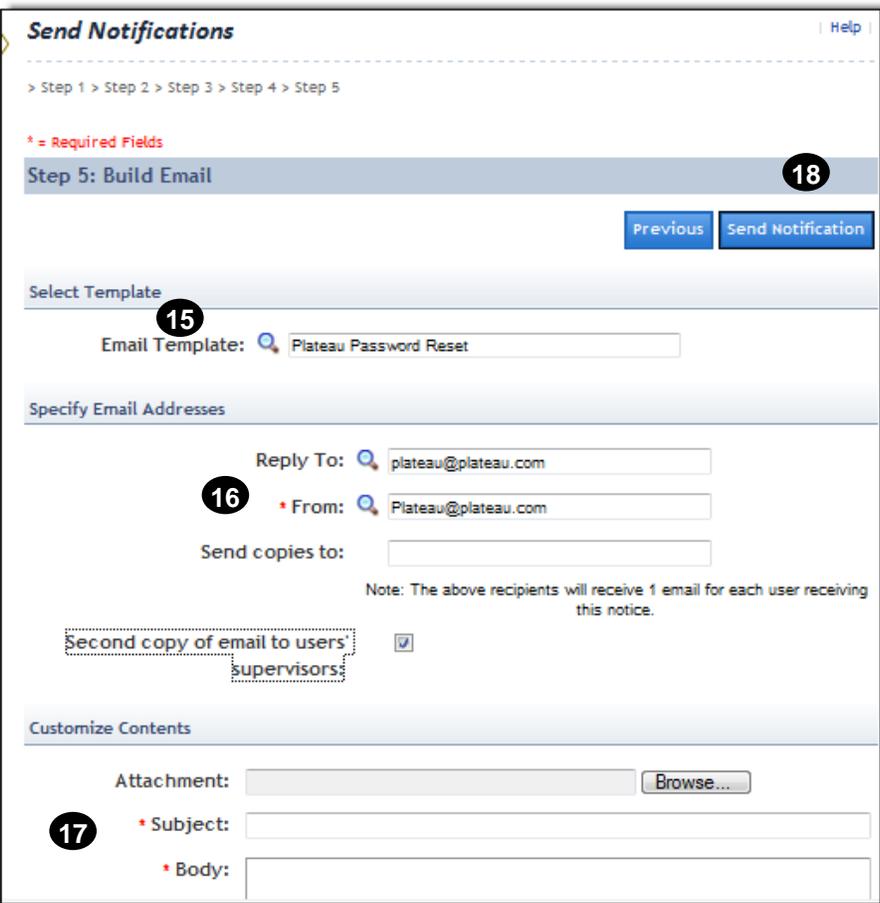
**and/or**

**13** Select the **Remove** checkbox for users you wish to remove from the list, and select **Apply Changes**.

**14** Select Next.



User ID	User Name	Remove
HAARON	Aaron, Hank	<input type="checkbox"/>
LYEABEL	Abel, Lyndsey E	<input type="checkbox"/>
WESABER	Aber, Wendy S	<input type="checkbox"/>

<p>Step 5: Build Email of the Send Notifications wizard displays.</p> <p><b>15</b> Select the select icon (  ) select an email template.</p> <p><b>16</b> Select a Reply To and From email address.</p> <p><b>17</b> Contents of the message can be customized by making any necessary edits to the subject and body of the message as well as adding an attachment.</p> <p><b>18</b> Select Send Notification.</p>	
<p>You have successfully sent a notification to all selected users.</p> <p>Select the <b>Start Over...</b> button to send additional notifications to a user population based on scheduled offering, item, curriculum, or class.</p>	