Pager
Quick Start

Desire2Learn
Innovative Learning Technology

The pager is an online messaging tool for sending text messages to classmates and other members of your Learning Environment. A page is quicker and less formal than an email. Use the pager to quickly see which of your classmates are online, get an answer from a friend, or to send a reminder or notice.

Sections

Accessing the Pager tool

To access the Pager tool, click the ▭ **Pager** icon or the **Pager** link on the navigation bar.

The main Pager pop-up shows you who is currently using the Learning Environment. If a user sends you a page, a ⃞P page icon appears beside their name. Click the icon to view the message.
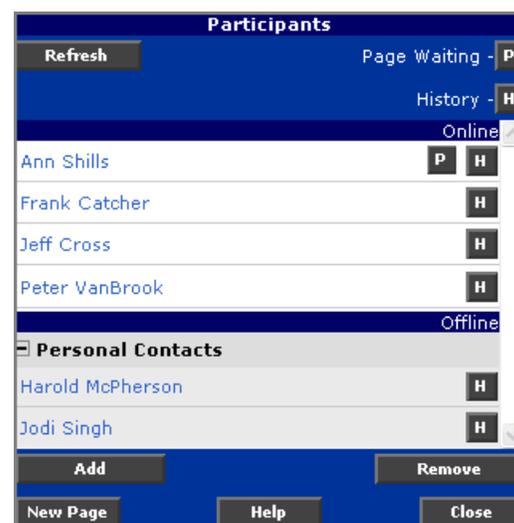
Sending a page

From the main Pager pop-up:

1   Click **New Page** or click on a contact's name.

2   Type the recipient's name in the **To** field, or click on the **To** button and choose one or more recipients from your contact list.

3   Type a **Message**.

4   Click **Send**.

Incoming pages

When you receive a new page you will be notified by a sound signal or you will see the word "Page" displayed in the green part of the [PAGE] **Page** icon, depending on your settings.

Click the [PAGE] **Page** icon to view your new message.
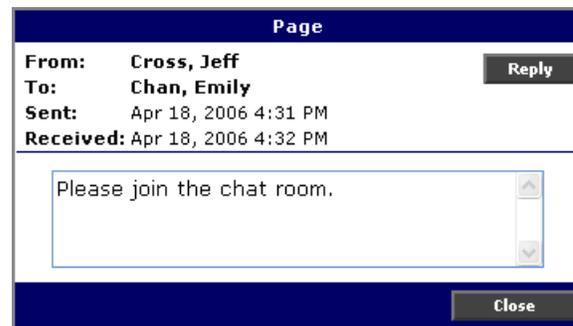
Viewing a list of pages

To view a log of the pages you have received:

1   Click the [H] button beside a user's name.

2   Click one of the message lines to view a history of that conversation.

Adding and Removing contacts

To add a contact from the main Pager pop-up:

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1   Click **Add**.

2   Add one of the following types of contacts:

- **Known Contact** Type in the username of the person you wish to add and click the **Add** button. Choosing this option enables you to add any user within your organization; you do not have to be enrolled in the same class.

- **Classmate(s)** Select the circle beside the **Add Classmate** option. From the drop-down list, select your course. Your classmates are listed with select boxes. Select the classmates to add, and click **Add**.

Removing contacts

From the main Pager pop-up:

1   Click **Remove**.

2   Select the users you want to remove from the Remove Contacts list.

3   Click **Remove**.

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