

## The Messaging Drawer

**Messaging** learners, other instructors and administrators can be achieved through the **Messaging Drawer**. Avenue messages can also be organized for personal preferences in the **Messaging Drawer**.

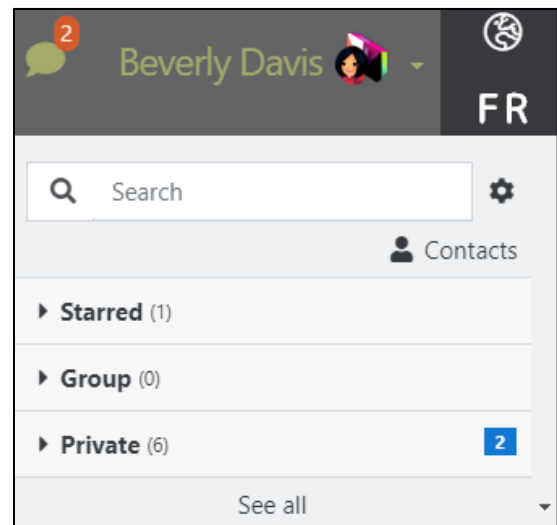
### Using the Messaging Drawer

At the top of your Avenue course is a **banner**. The icon that looks like a comic bubble is the **Messaging Drawer** icon. In the example below, there is a **number** above the icon. This notifies the user that there are two unread messages.

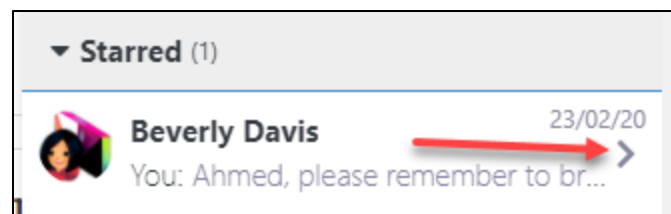


1. On your Avenue course banner, click on the **Messaging Drawer** icon.
2. The **Messaging Drawer** appears.
3. There are three message groupings.  
**Starred** or important messages.  
**Group** for collaborative projects/teams.  
**Private** for personal messages.

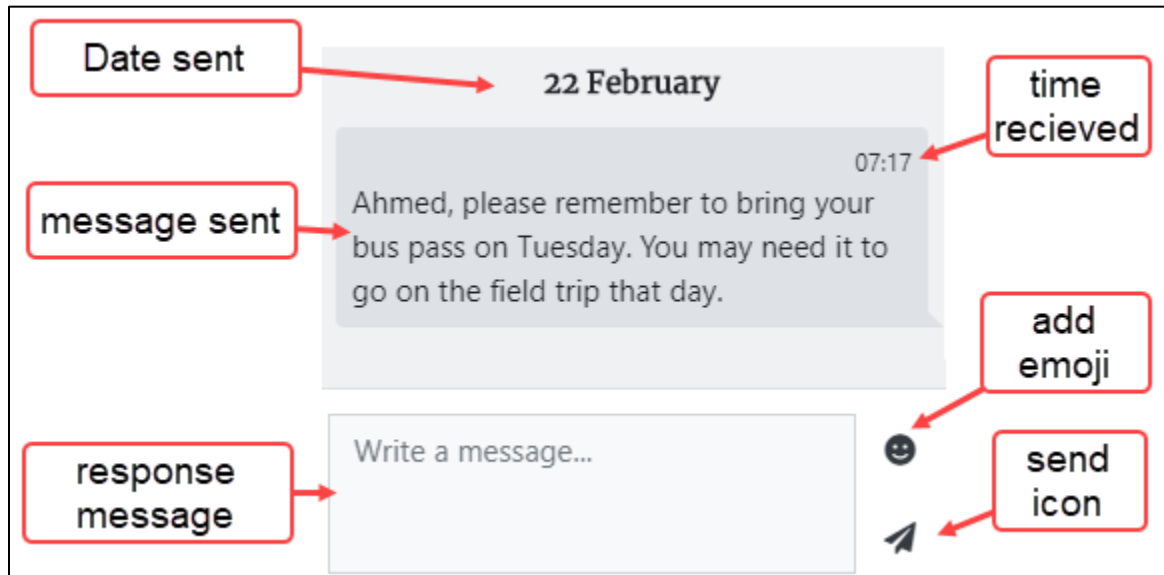
**Note:** The **See all** link at the bottom of the **Messaging Drawer** expands the **Messaging Drawer** to a full screen. To leave the full screen select an item in the **Navigation Drawer**.



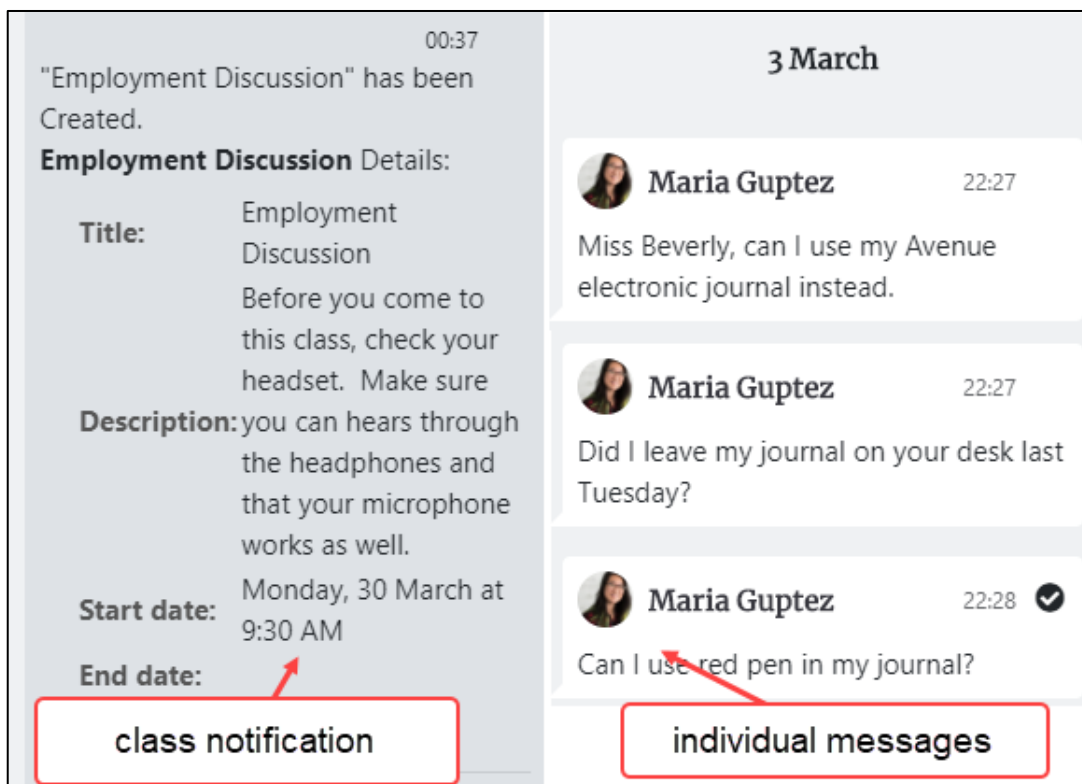
4. To access **message groupings**, click on the corresponding **arrow** icon.
5. Click on the **Starred** option.
6. In this example, there is only one **Starred** (important) **message**.



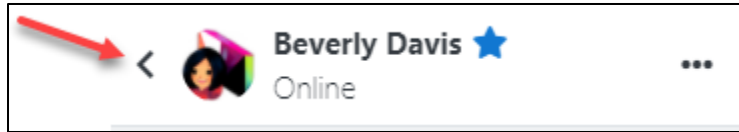
- To read the full message, click on the **arrow** icon under the date sent.
- Each message displays information. Displayed messages also provide a **response editor**.



**Note:** Avenue users receive **direct messages** and some automatic course **notifications** in the **Messaging Drawer**. Below are examples of a course message on the left and an individual message on the right. They appear vertically not horizontal as this example shows.



9. To return to the **Messaging Drawer** menu, click on the arrow icon beside the sender's name.



10. There are no **Group messages** in this example.

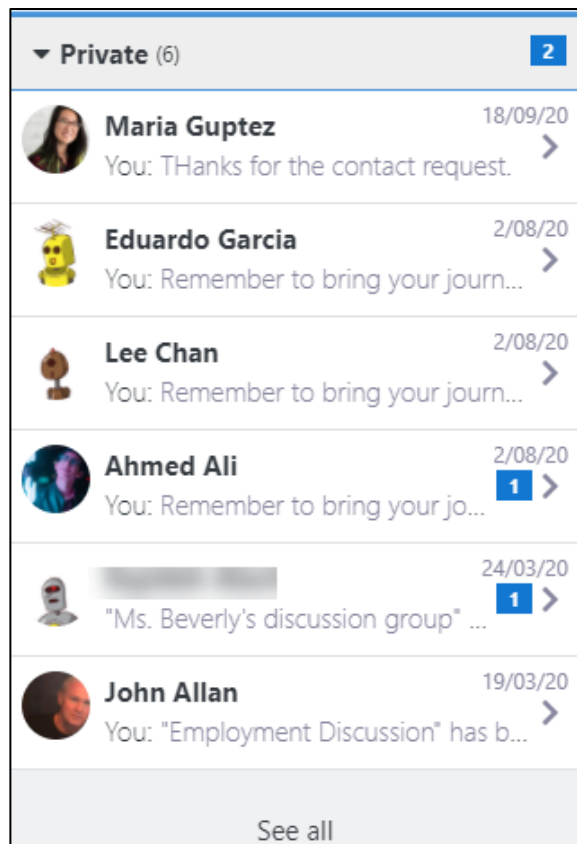
11. There are six **Private messages**, two of which have not been opened.



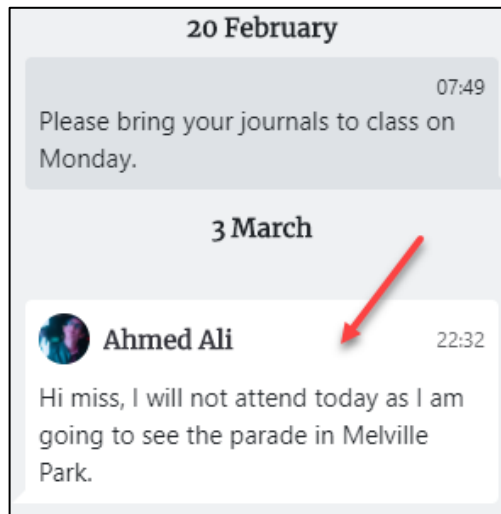
12. Expand the **Private messages** by clicking on the arrow beside **Private (6)**.

**Note:** The messages appear in order of date sent/received.

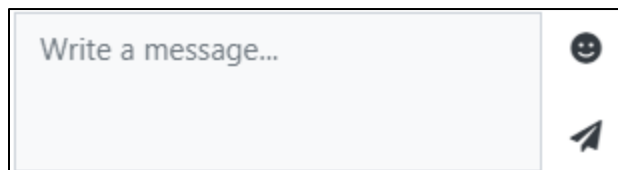
13. Click on an **unread message**.



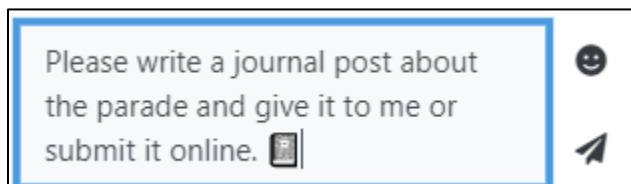
14. The **message** appears as shown below.



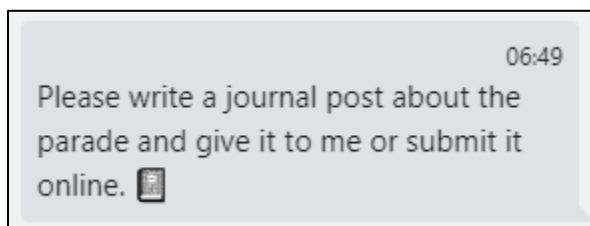
15. To reply to the message, click in the **Write a message...** text box.



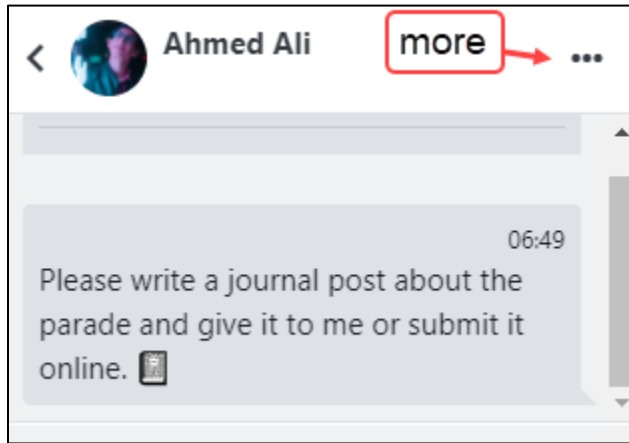
16. Type a **response**. Add an **emoji**, and then click on the **Send** icon.



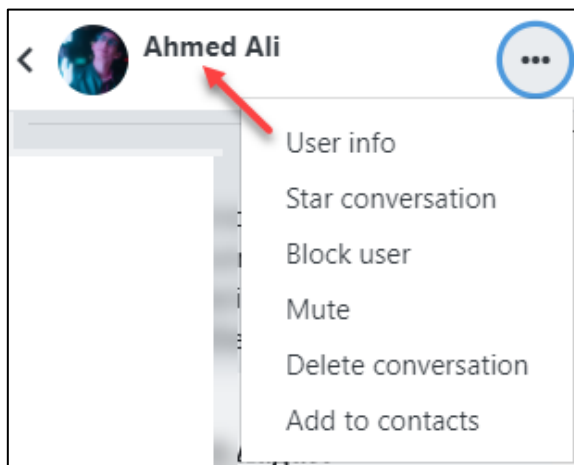
**Note:** The **message** appears in both the sender and the receiver's message drawers.



17. At the top of the **Message drawer**, click on the **More** icon.



18. Several **options** appear related to the other user.



19. Selecting the **User info** option displays the User's name, avatar and two functions.

20. At this point, the user can be **blocked** or **added** to your Avenue **contacts**.



21. Selecting the **Star conversation** option moves the conversation into the **Starred** grouping. This is used to indicate that the conversation is important. The

conversation can be **Unstarred** as well.

22. Another way to directly block a user from messaging your Avenue account is to choose the **Block User** option.



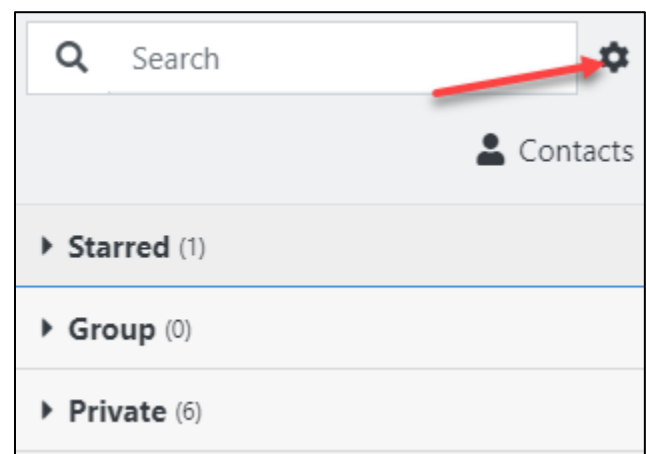
23. Selecting the **Mute** option stops email notifications of new messages to your Avenue account. The messages arrive but you are no longer notified of messages from this user.



24. Choosing the **Delete conversation** option removes the conversation from your **Messaging Drawer**.

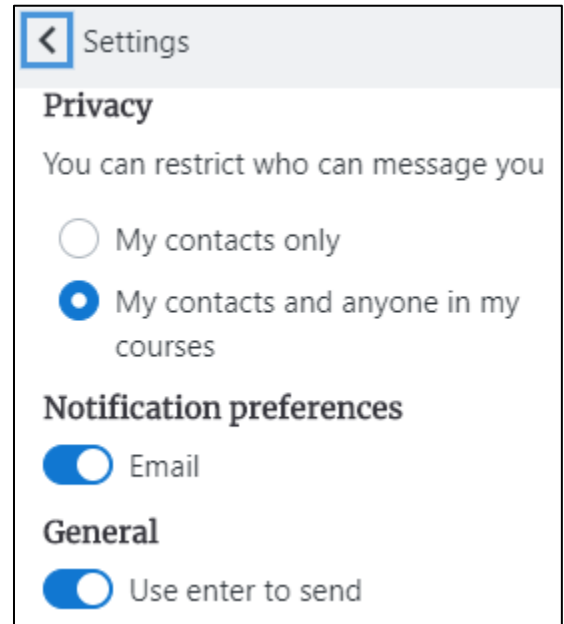
## Messaging Settings

1. At the top of the **Messaging Drawer**, click on the **Actions menu** icon.



2. The **Messaging Drawer Settings** panel appears.

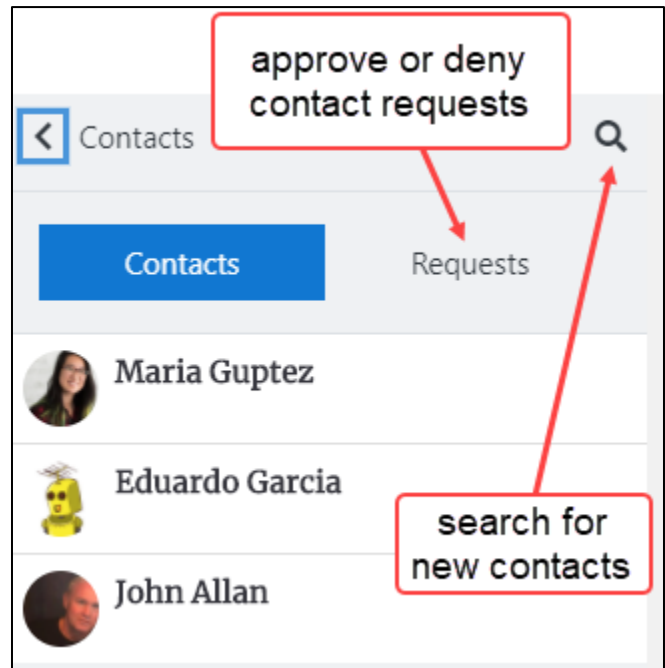
3. In the **Privacy** setting, you must choose whether only your contacts can message you or your contact and anyone registered in your courses.
4. In the **Notifications preferences** setting, users can choose to have Avenue message **email** notifications sent to their email accounts.
5. In the **Notifications preferences** setting, users can have more control of their messages by turning off **Use enter to send**.



6. Click on the left-pointing arrow beside the **Settings** panel title.



7. Click on the **Contacts** icon.
8. Your **Avenue contacts** are listed.
9. Clicking on the **Requests** link shows other Avenue users who are asking to be your contact.
10. To look for new contacts, click on the **Search** icon.



11. Clicking on a **contact** shows the messages that you have shared. (See **Maria Gupte** below.)

