

5. How to send a message

5.1 - Log in

MetaVarsity Learner Portal

You are not logged in.

MetaVarsity Learner Portal

Home > Log in to the site

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser](#)

Some courses may allow guest access

You are not logged in

5.2 - Under Navigation, click on My Profile

MetaVarsity Learner Portal

Moodle Admin

MetaVarsity Learner Portal

NAVIGATION

- Home
- My home
- Site pages
- My profile
- Courses

ADMINISTRATION

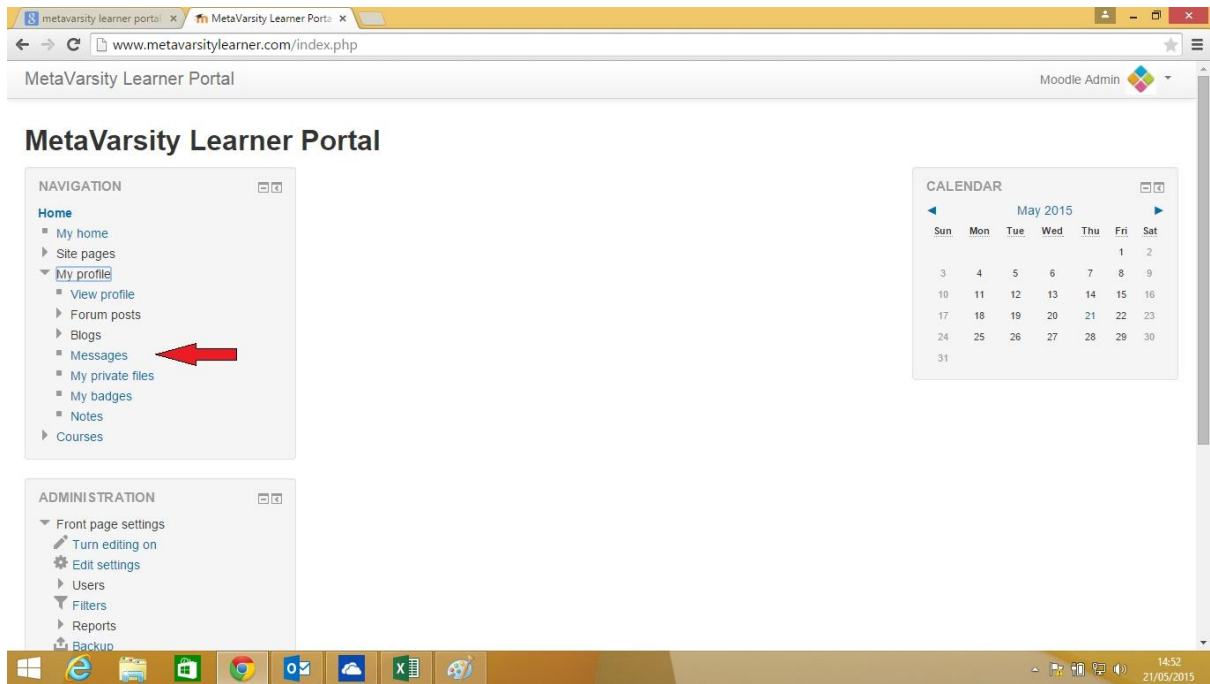
- Front page settings
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Backup
 - Restore
 - Question bank
- My profile settings
- Site administration

CALENDAR

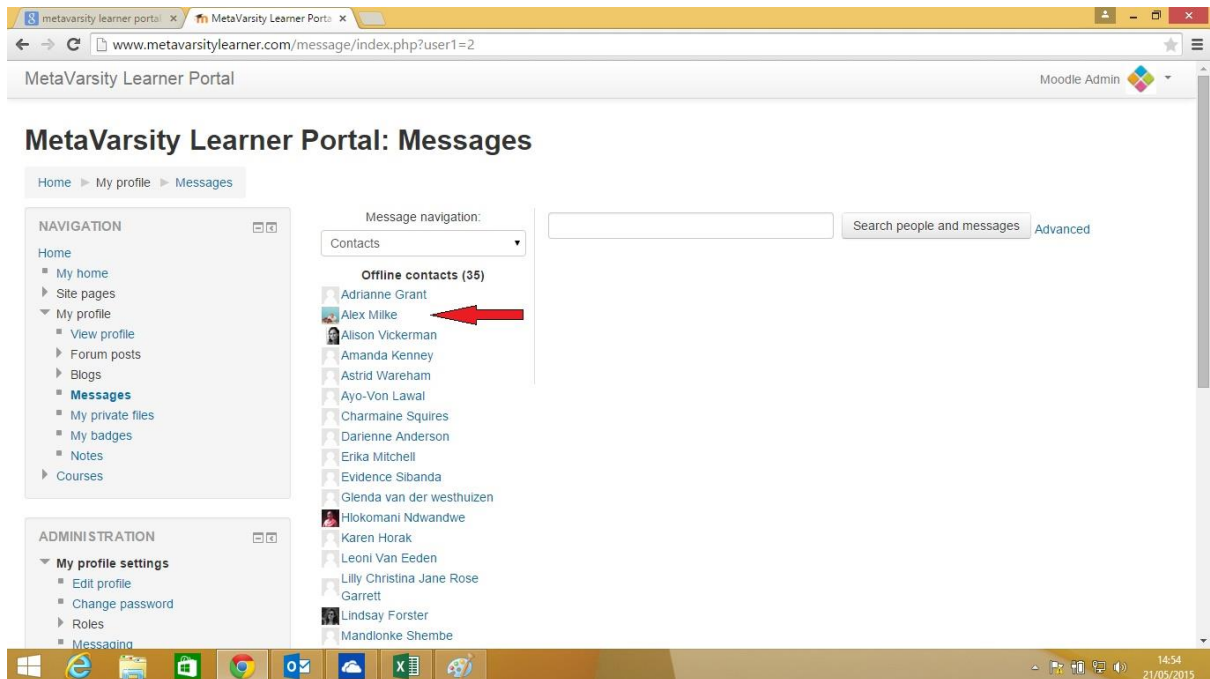
May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

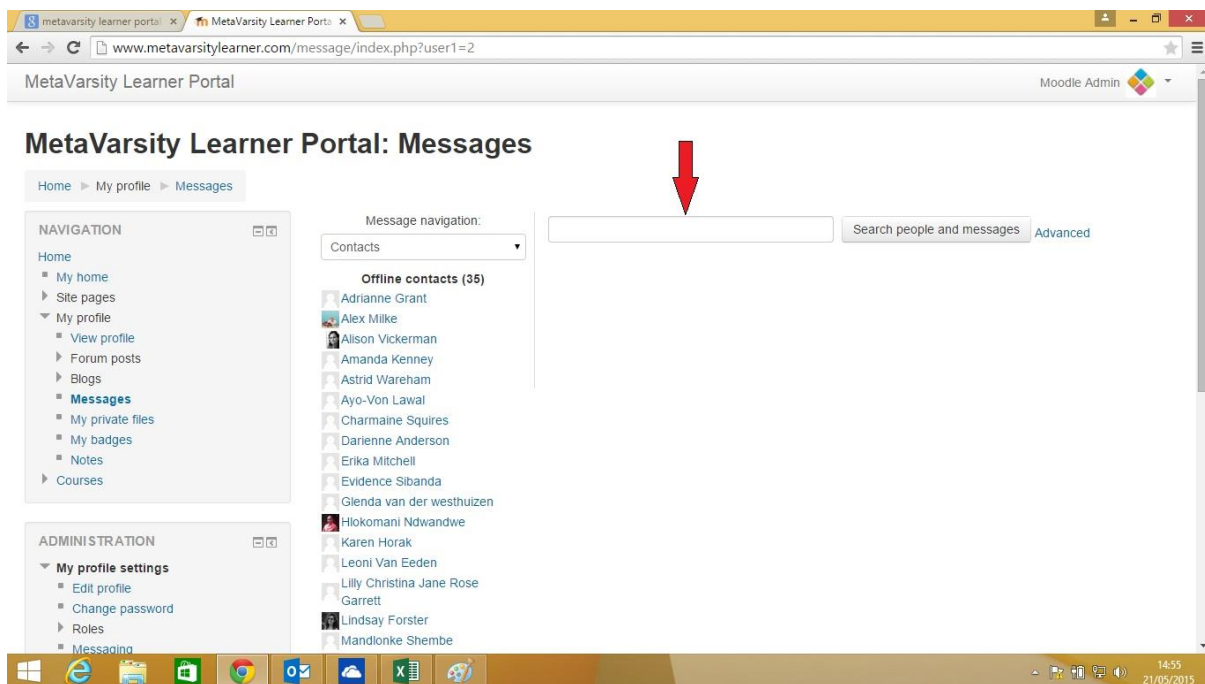
5.3 - Under My Profile, click on messages



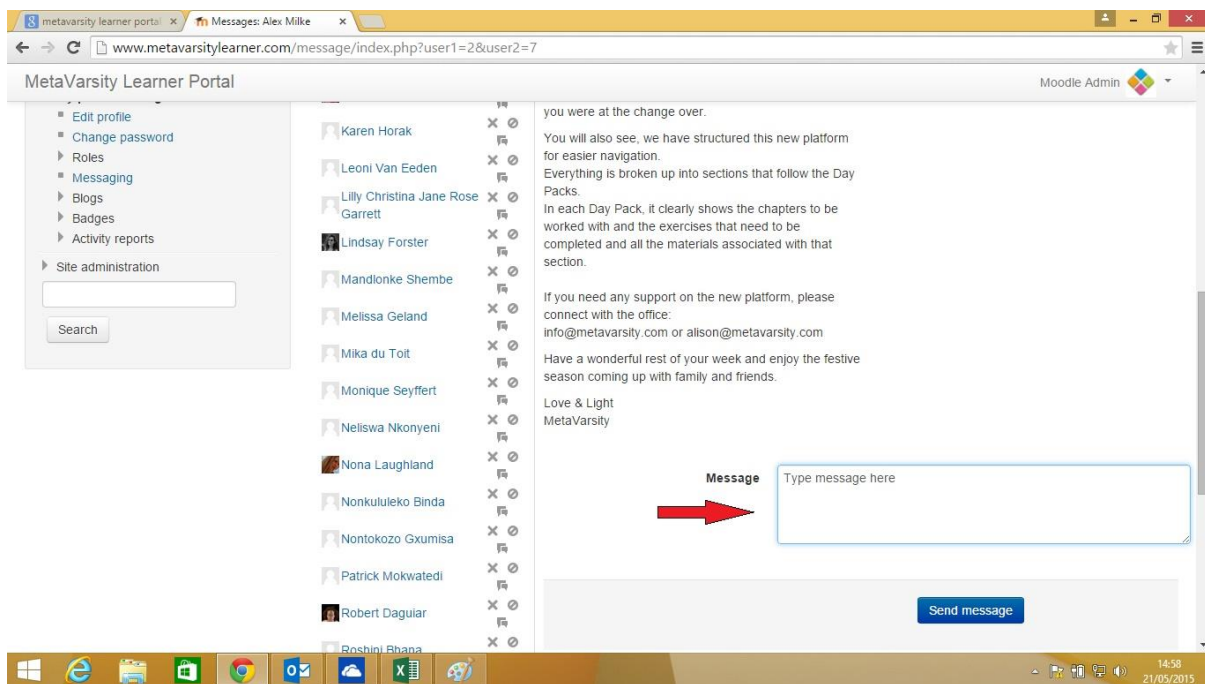
5.4 A. - Click on a contact, e.g. Alex Milke



5.4 B. - Alternatively search message or person



5.5 - E.g. Alex Milke - messages between you and the person will you clicked on will appear, at the bottom, type your message you wish to send.



5.6 - Click on send Message

The screenshot displays the MetaVarsity Learner Portal interface. On the left, there is a sidebar with navigation options: Blogs, Badges, Activity reports, and Site administration. Below Site administration is a search box. The main content area is divided into two columns. The left column lists users with their names and profile icons, including Lilly Christina Jane Rose Garrett, Lindsay Forster, Mandlonke Shembe, Melissa Geland, Mika du Toit, Monique Seyffert, Neliswa Nkonyeni, Nona Laughland, Nonkululeko Binda, Nontokoza Gxumisa, Patrick Mokwatedi, Robert Daguiar, Roshini Bhana, Sarah Coetzee, and Shannon Harling. The right column contains a message body with the following text: "Packs. In each Day Pack, it clearly shows the chapters to be worked with and the exercises that need to be completed and all the materials associated with that section. If you need any support on the new platform, please connect with the office: info@metavarsity.com or alison@metavarsity.com. Have a wonderful rest of your week and enjoy the festive season coming up with family and friends. Love & Light MetaVarsity". Below the message body is a text input field with the placeholder text "message is now typed here" and a blue "Send message" button. A red arrow points to the "Send message" button. The browser's address bar shows the URL "www.metavarsitylearner.com/message/index.php?user1=2&user2=7". The Windows taskbar at the bottom shows the time as 14:59 on 21/05/2015.