





Using the Pager

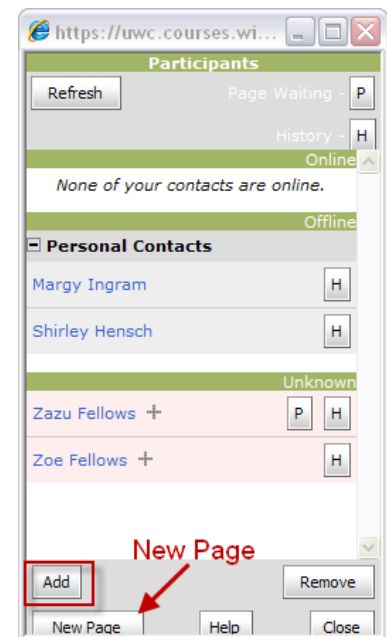
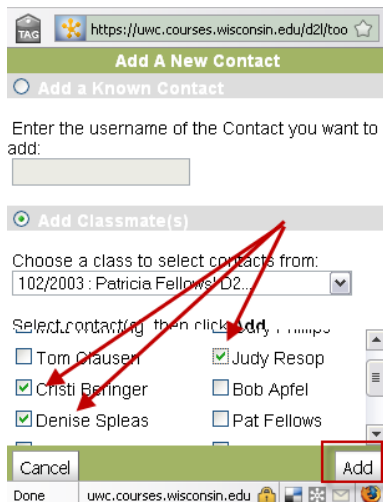
The **Pager** is an online messaging tool for sending text messages between users, similar to instant messaging, however the messages will wait for the user to come online, unlike most instant messaging applications. It is used to send short and quick questions and answers back and forth between students and instructors.

Accessing the Pager Tool –

1. Click the **Pager** icon 
2. The **Pager** pops up to show you who is currently Online and Offline in D2L. If you have a page waiting from that user, there will be a  page icon beside their name.
3. The  History icon allows you to review the history of pages exchanged between you and that user.

Adding Students to the List of Contacts in the Pager –

1. Click the **Pager** icon.
2. You are ready to add your class to the **Pager**
 - a. Begin by clicking on the **Add** button
 - b. Next click on the “Add Classmate(s)” radio button
 - c. Click on the “Choose a class to select contacts from” dropdown
Choose a class to select contacts from:

 - d. Find the course you want to add, and put a check in the checkbox next to the names of the students you want to add (unfortunately there is not an “Add All” option. ☹)
 - e. Click on the **Add** button.

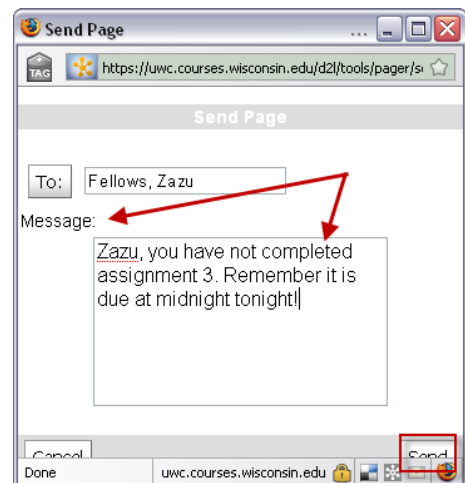


- f. The students you added should now appear in your list of Contacts in the **Pager**.



Sending a Page –

1. To send a page, click on the Pager
2. Next click on the name of the student you want to page
3. This will bring up a window in which you can write the page. It will already be addressed to the student
4. Write the message



5. To send it, click on the **Send** button in the lower right corner of the window

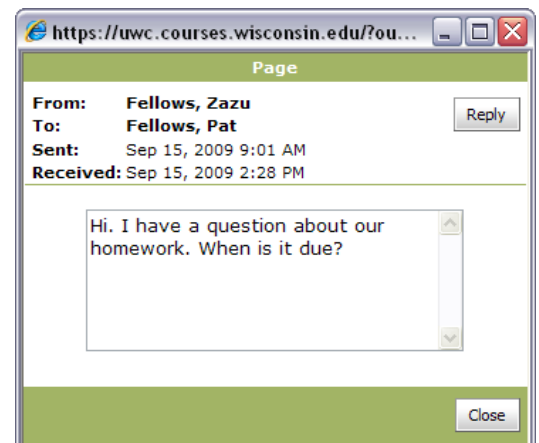
Incoming Pages –

1. When a page is received, the pager will look like this:




Notice the word "Page" is now showing in the icon. It will also blink.

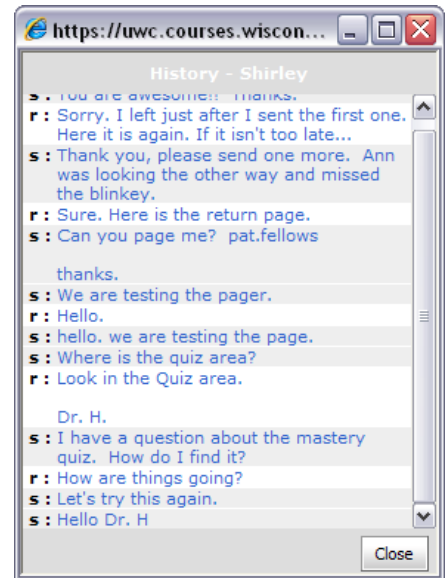
2. To view the page, simply click on the pager and the message will be displayed.
3. Notice that in addition to the message, the page shows the following:
 - a. From:
 - b. To:



- c. Sent:
- d. Received: You can reply to the page or just close it. Here is a sample page.

Viewing a List of Pages –

1. To view any past pages sent or received, click on the **Pager**
2. Notice that next to each contact there is a History icon 
3. Click on that icon to see a complete history of correspondence with a particular student
4. Here is a sample of my correspondence with Dr. H.



Removing Contacts –

The one other task one might want to perform is to **Remove** a contact from the **Pager**.

1. Click on the **Pager**
2. Click on the “Remove” button
3. When the “Remove Contact” window appears, put a check in the checkbox next to all contacts to be removed
4. Click on the “Remove” button
5. Click on “Close”

