

## 9. Messages and Notes

The messages and notes system allows the teacher to send short notes, or explanation messages to a individual student, a group of students, or a conference or pairing group. Depending of the chosen function, the following buttons will be visible in the left field of the Immac-T:



From the basic work screen, the [Text to Group] button is visible, and will be used to send a note or message to a group of students. Only those student groups which are used, will be visible.



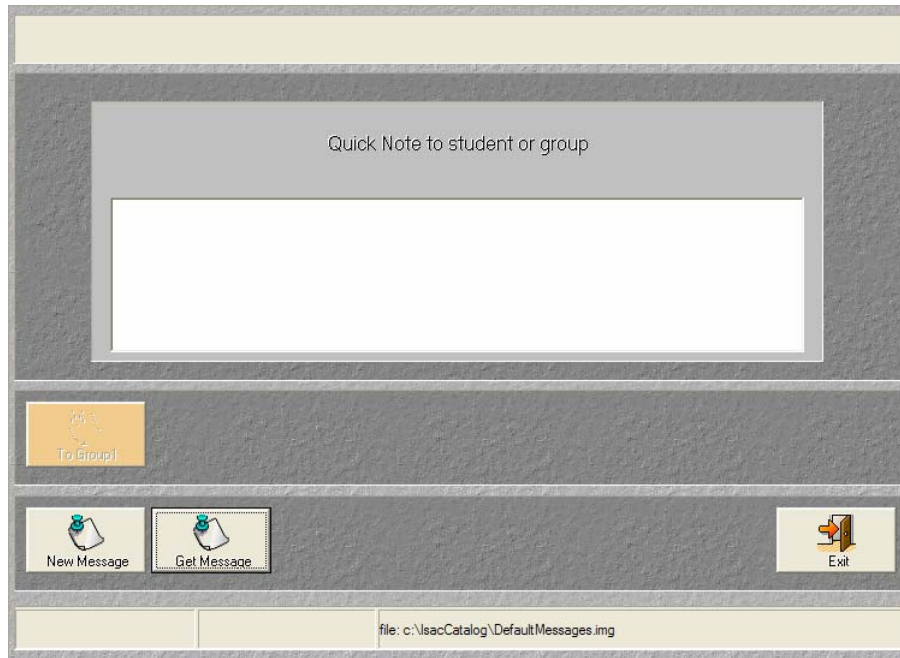
During student monitoring or intercom, the [Text to Student] button is visible, and will be used to send a note or message to an individual student, or a pairing or conference group. Only the selected student or group will be visible.

As long as the messages system is active, all other buttons of the Immac-T are inactive.

The messages system can be closed by the Text to Group or Text to Student button of the Immac-t, or the Exit button of the messages system.

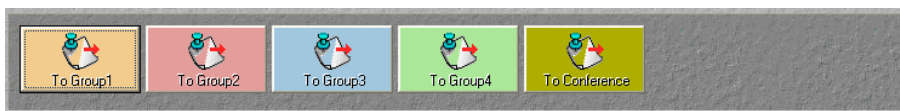
## 9.1 Quick note to group or student

The quick note gives the teacher the possibility to send a short explanation or note to a student or a group of students. The note has to be typed in the quick note window.



As soon as a note is typed, the Send to Group or Send to Student buttons will be enabled. To send the note to the student(s), simply hit the Send button.

The Send to Group buttons have the same color as the group buttons of the mean window of the Immac-T.



While monitoring a conference or pairing group, all members of that group will be displayed, together with a Send to Group button, allowing the teacher to send the note to one student, or to all the students of the conference group. The Send to Student button has the same color as the student button itself.

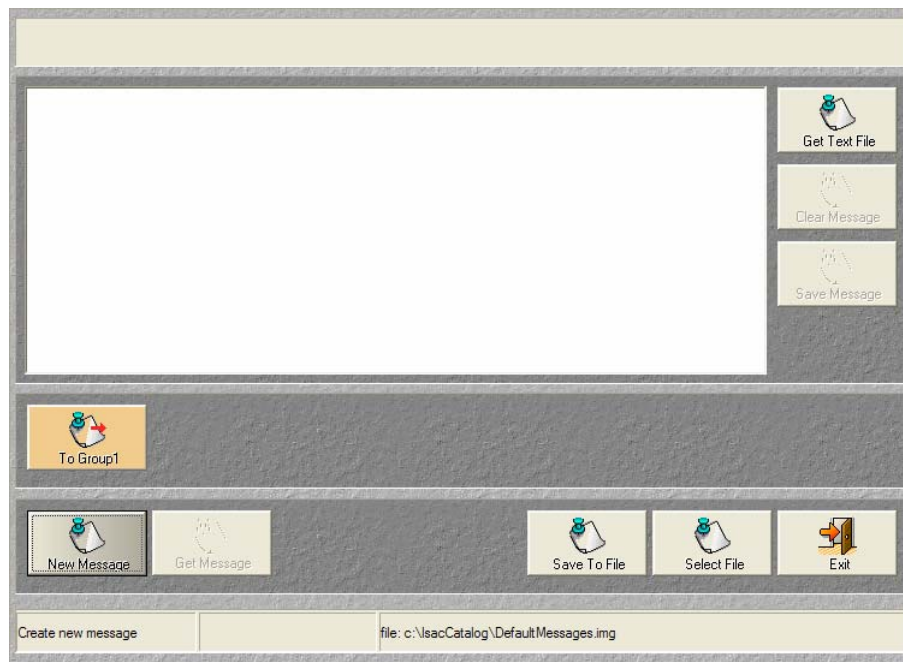


## 9.2 Messages to group or student

The Messages System gives the teacher the possibility to send pre-edited messages to individual or groups of students.

The message can be typed in the messages window by use of the New Message button, or can be recovered from a Messages.img file by use of the Get Message button. Several message array files can be saved by use of the Save to File button, or selected by use of the Select File button.

### 9.2.1 New Message



During this function, the teacher has the possibility to create a new message, or to recover a external .txt file as message. The editing buttons on the right side of the message window will be enabled as soon as their use is allowed.



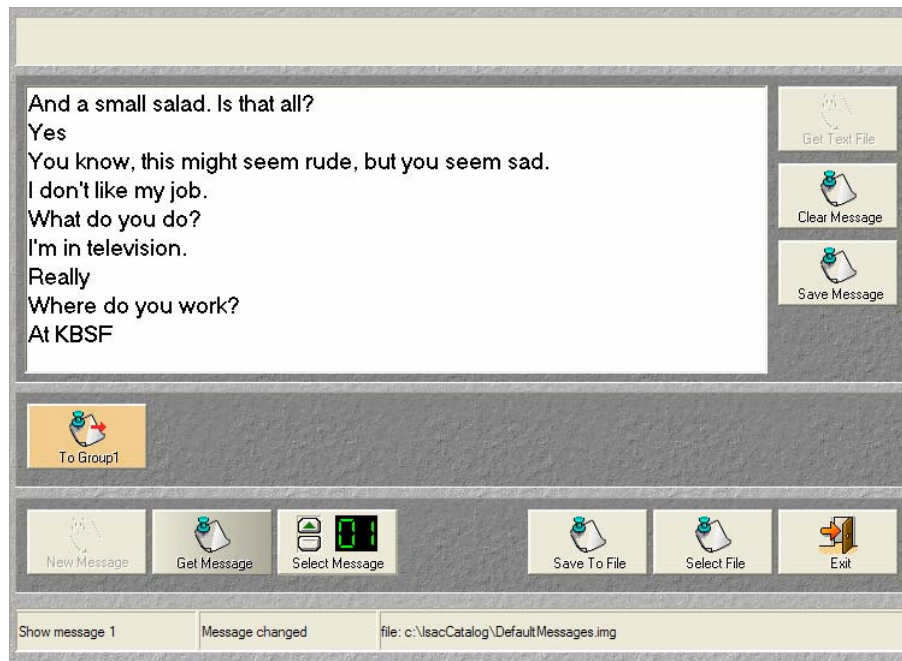
**Get Text File:** allows the teacher to select a .txt file to be used as message.

**Clear Message:** The message will be cleared, and if saved, will also be erased from the messages array.

**Save Message:** The message will be saved to the messages array. In totally, up to 99 messages can be stored into the array.

**Remark:** The messages array has to be saved to a file before the messages system is closed. In case of a exit with a non saved message or a non save array to file, a message will be displayed to give the teacher the chance to save.

## 9.2.2 Get Message



### Select Message

This spin button is used to select a message from the message array. In total, up to 99 messages can be stored in one array. The selected message is directly displayed in the message window, and can be sent to the students by use of the Send to Group buttons.

### Save to File

A message array can be stored to a .img file. By default, the DefaultMessages.img file is used. The standard windows browser will be opened to select or create a file.

### Select File

By default, the DefaultMessages.img file is opened as soon as the messages system is opened. The teacher has the possibility to select any .img file.

### Remark:

As the .img file has a special text format, only this type of files, stored with the message system, can be used.