Table of Contents:

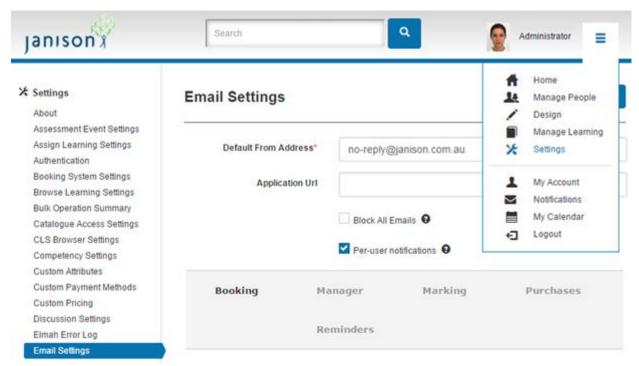
mail Settings Introduction	2
Categories of Notifications	3
Booking Notifications	3
Manager Notifications	4
Marking Notifications	5
Purchase Notifications	6
Reminder Notifications	6
Due date	6
Expiry date	6
Valid to date	6
How the rules work	7

Note: This document contains the enhancements due for CLS build 1504. This build is currently scheduled for release on the 27^{th} of July 2015.

Email Settings Introduction

Email Settings offers the option to set whether email notifications are sent from the system to users in a variety of situations.

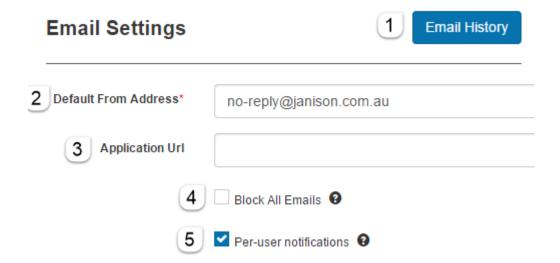
To configure these notifications browse to **Settings** > **Email Settings**.



1. **Email History** allows system admins to examine the details of emails that have been sent through the system. Email History is not available to tenant admins. If you require information on sent emails you will need to contact the Janison Helpdesk team.

Subject	From	То	Sent ▼
You've been successfully enrolled in course CPD Clinical Activity	no- reply@janison.com.au	ablack@gmail.com	14:25, 26 Jun
You've been successfully enrolled in course Biology	no- reply@janison.com.au	ablack@gmail.com	12:55, 26 Jun
You've been successfully enrolled in course Basic Computer Training	no- reply@janison.com.au	ablack@gmail.com	12:55, 26 Jun

- 2. **Default From Address** is set to <u>no-reply@janison.com.au</u>. End users who receive emails will see this address as the sender. If any changes to this address are required please contact the Janison Helpdesk team as background changes outside of this system will be required in additional to changing this field.
- 3. **Application URL** applies in the case where you are using your own domain URL to access the Janison site. You can enter your URL here and emails containing links will contain the correct URL. An example of this is if a marker receives an email with a link to mark a test attempt. The link will contain your domain instead of the actual Janison URL of the site.
- 4. **Block all emails** will block all emails from being sent except for user account emails e.g. password retrieval and registration. This can be used as a safeguard during testing.
- 5. **Per-user notifications** is required if you have a daily digest scheduled task. This will send out summary emails notifying users of new content, events and recommended content.



Categories of Notifications.

There are 5 categories of notifications, **Booking**, **Manager**, **Marking Purchases** and **Reminders**. Notification emails can be personalised by clicking the *(View Template)* link which will take you to the related email. After creating a local copy you will have the option to make edits to the email.



To activate one or more notifications check the required notifications and click Save Settings.

Booking Notifications

Booking notifications relate to Assessment Events. The situations where they are used are described individually beneath the notification name.

Booking Manager Marking Purchases Reminders

New Booking Confirmation (View Template)

Notify students if a new booking has been made for them. The booking may have been created by the student or by an administrator. This excludes automated bookings.

Rescheduled Booking (View Template)

Notify students if their existing booking has been modified. The modification may have been made by the student or by an administrator.

Cancelled Booking (View Template)

Notify students if their existing booking has been cancelled. The cancellation may have been made by the student or by an administrator. Will not be sent for bookings cancelled by a booking exception.

Automated Booking (View Template)

Notify students that an automated booking has been made for them by the system.

■ Registration Open (View Template)

Notify all students that registrations are now open for a Booked Assessment Event.

Test Reminder (24hrs prior) (View Template)

Remind students that they have a booking for a test in 24hrs time. Will not be sent for bookings made less than 24hrs in advance.

All Tests Marked (View Template)

Notify unit coordinators that all tests have been marked. For fully automatically marked tests this will occur either when all enrolled students have submitted their test attempt and the test closes.

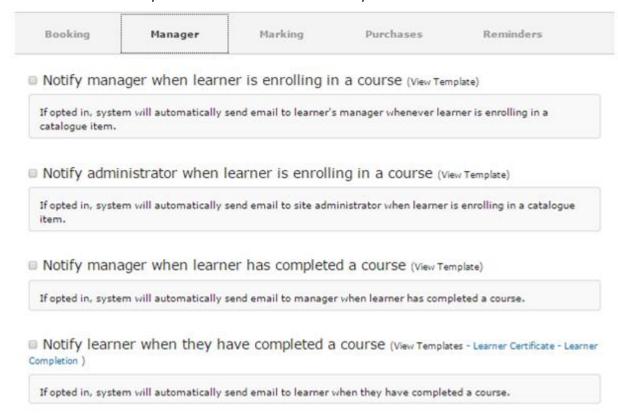
■ Failed To Attend Booked Assessment (View Template)

Notify students that they have failed to attend their previously booked assessment event session.

Manager Notifications

Manager notifications relate to Enrolments and Completions. Relationship management needs to be enabled and set against Users before these notifications will have relevancy. To activate relationship management navigate to Settings > Tenant Settings > Organisation. As a result of this configuration a *Reports to* field will appear on the Users' form. To learn more about this feature please visit our document on Positions.

The situations where they are used are described individually beneath the notification name.



Marking Notifications

Marking notifications relate to Assignment and Assessment submissions. The first notification relates to Assignments and the other 2 relate to Assessments.

The situations where they are used are described individually beneath the notification name.

Booking	Manager	Marking	Purchases	Reminders
■ Notify mark Ready To Mark)	ers when learne	r submits an a	ssessment (View Ten	nplates - Assignment Submitted -
If opted in, syste	m will automatically se	end email to marker	whenever learner subm	its an assessment.
■ Notify learn	er when marking	g is completed	View Templates - Resubn	nission - Failed - Passed)
If opted in, syste manually).	m is allowed to send e	mail to learner when	assessment is marked	(either automatically or
■ Marker cho	oses whether or	not to notify le	arner (View Templates	- Resubmission - Failed - Passed)
	narker will be given a c y learner when markin			send email to learner. If

Purchase Notifications

Purchases are only valid if the Self Enrolment Method in a Catalogue item is set to **Self-enrolment (Paid)**. With this configuration an additional section will appear in the Catalogue item *Additional Purchase Options*. The email will notify the course provider that an additional purchase must be provided to the User.

ecify so	me additiona	l purchase options.				
lame	Cost			Actions		
irst Aid Training Manikin	50			0/		
Νε	\$ N	ew purchase option cost		0		
Bool	king	Manager	Marking	Pui	rchases	Reminders
lotific ogeth	ation w er with	ill be sent to spece	cified email ac	ddress w	hen additio	onal item purchased

Reminder Notifications

Reminder notifications can be configured to notify Learners and Managers of Expiring and Due Dates. Multiple reminders can be set. You can delete rules using the x in the red circle. You can inactivate a rule by unticking the *Active* box.

Due date

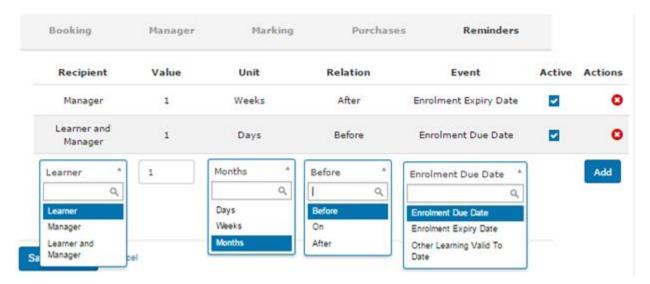
The date by which a particular enrolment must be completed.

Expiry date

The date on which a previously completed enrolment will expire.

Valid to date

The date on which an external qualification or certification (such as a drivers licence) is valid to. This only applies to Other Learning assets.



How the rules work

The rules are executed once in a twenty four hour period. Each rule will only be executed once per enrolment. For example:

If you have a rule that says "Send an email notification if an enrolment is 1 week overdue" and Jo (a user) has an enrolment. When Jo's enrolment becomes more than 1 week overdue, a notification will be sent. The next day, the enrolment will still be more than 1 week overdue but another notification will not be sent because this rule has already run once for Jo's enrolment.