How to Send Class Notifications

KN@WLEDGE**LINK**

Purpose: This document outlines the steps how to send class notifications within Knowledge Link. Class notifications can be used in addition to the standard system notifications that are automatically sent to users.

Send Notifications from Classes

- 1. Open the Class in Knowledge Link.
- 2. Under Actions, select Send Email Notification.



 To refine the population receiving the notification, you can choose from the drop down list. Select Next.

Send Notificati	on		-			
Send Notifica	tions			He	elp	
> Step 1 > Step 2 > Ste	р 3					
Step 3: Refine Po	pulation					
				Next		
This step further refine	s the population according to the R	egi	stration Status and/or Comple	tion Status.		
Registration Status:	All Statuses Cancelled Course dropped by administrator Active Enrollment Walk-in or addition by administrator	^ >	AND Completion Status:	All Statuses COURSE-CHOP RECIPRO (Chop Reciprocity) ASSESS-PASS (Complete) CHECKLIST-COMPLETE (Complete) COMPETENCY-COMPLETE (Complete)	^ >	

- Add and remove users to criteria (this is optional - skip if you do not have any users to add or remove).
 - Add a user by clicking on
 Add one or more from list, to search and select user(s).
 - B. Check the box next to the user name you want to remove.
 Select Apply Changes.
 - C. Select Next.



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- 5. Complete the message fields.
 - A. Enter "From" email
 - B. Enter "Subject" and "Body"

Send Notification

C. Click Send Notification.

Send Not	ifications					Help	
Step 1 > Step	2 > Step 3 > Step 4	4 > Step 5					
= Required Fie	lds						
tep 5: Buil	d Email						
					С	Send Notification	
elect Templa	ite						
E	mail Template						
pecify Email	Addresses						
		Reply To:	0				
		A From:	0.				
		Send conies to:	~				
		Send copies to.	Note: The	above recipients v	vill receive 1 email f	or each user receiving this	
					notice.		
	Second copy o	f email to users' supervisors:					
ustomize Co	ntents						
						Launch Editor	
	Attachment:				Browse		
	Subject:						-
B	* Body:						
•	Douy.						

6. Select OK.

Notification	-	
Notifications	Help	
> Step 2 > Step 3 > Step 4 > Step 5 > Finish		
ed		
tion(s) sent successfully.		
	OK	
	U.V.	

