

# Feature Guide:

## Using the HTML Editor with Triggered Notifications



ONPOINT

August 2014

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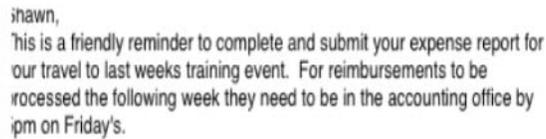
### Introduction

When building Triggered Notifications for system objects (Courses, Nuggets, Assessment Sets, Tests, Skill Profiles, Events or Activities) you now have a built-in Text Editor (the same editor resident in other areas within Course Manager). This will allow you to add HTML Source code or WYSIWYG (What You See Is What You Get) created text inside the actual message text of the notification.

#### Why is this useful?

This feature allows you to create Notifications with a bit more color and styling, versus being limited to just entering basic text.

**For example:** a message reminding the field staff to complete their expense reports may be better noticed if it includes some styling. Compare the two notification emails below – one with no html editing, and one using html code.



ihawn,  
This is a friendly reminder to complete and submit your expense report for our travel to last weeks training event. For reimbursements to be rocessed the following week they need to be in the accounting office by ipm on Friday's.

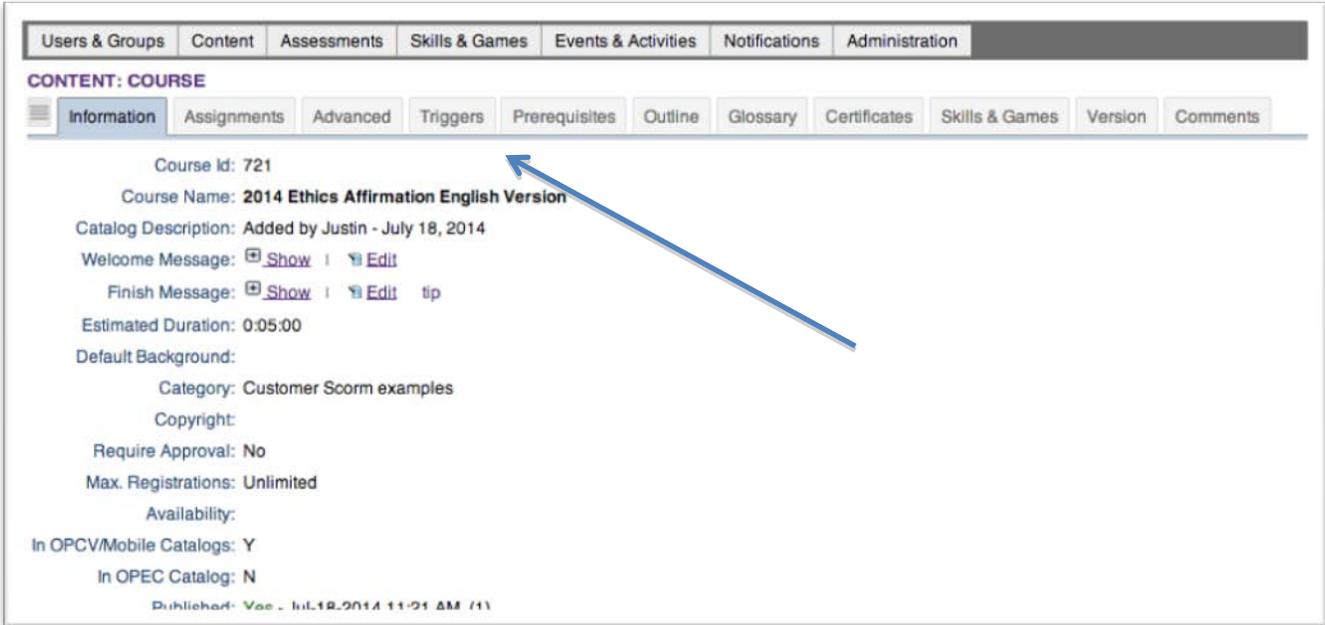


**ATTENTION**

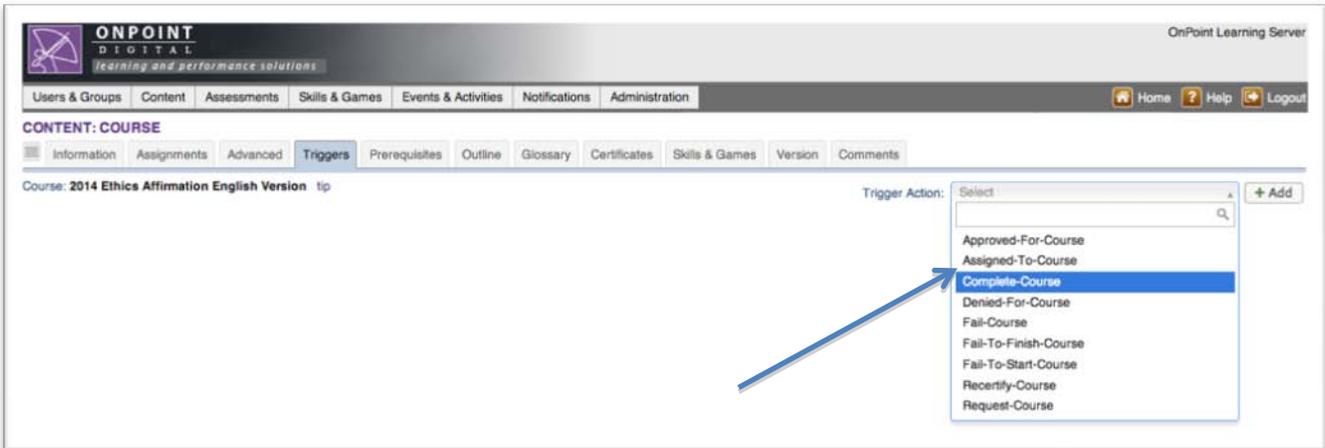
This is a friendly reminder to complete and submit your expense report for your travel to last weeks training event.  
For reimbursements to be processed the following week they need to be in the accounting office by 5pm on Friday's.

## Section 1: Creating a Notification using the HTML Editor

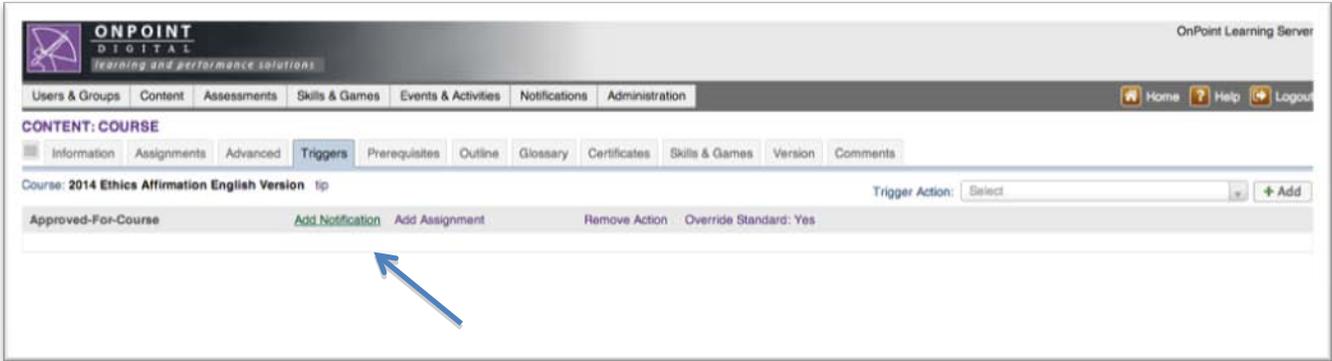
1. From within an Assignable Object in Course Manager, select the Triggers subtab to begin setting up a Notification.



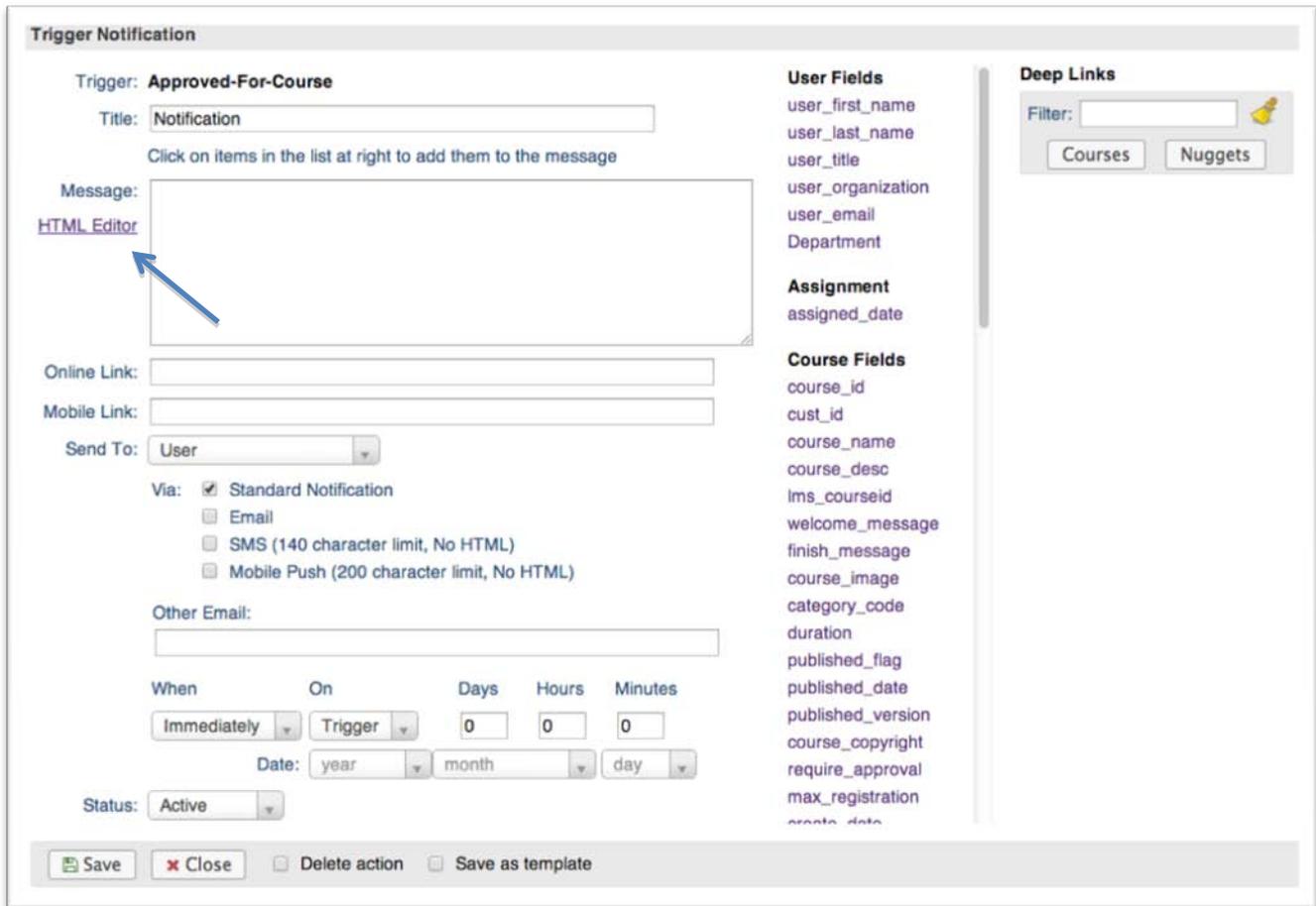
2. On the Triggers screen you will be able to select a Trigger Action from the drop-down on the right. Then select the +Add button to the right of your selection to create the Trigger.



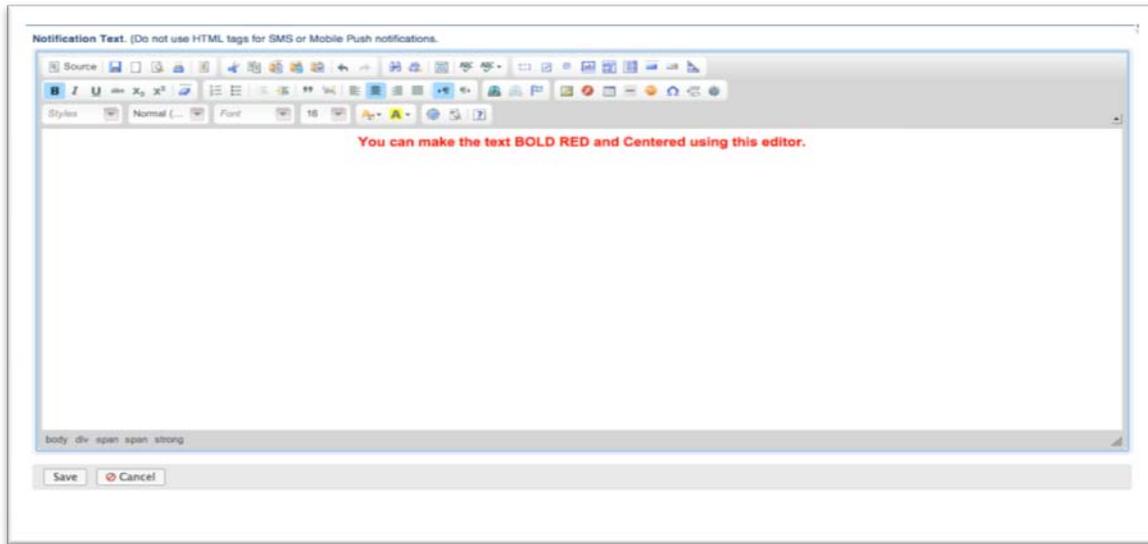
3. In this example, we now have an 'Approved-For-Course' Trigger created. Click the Add Notification link to the right of the Trigger type to create the associated notification message that will go out to recipients.



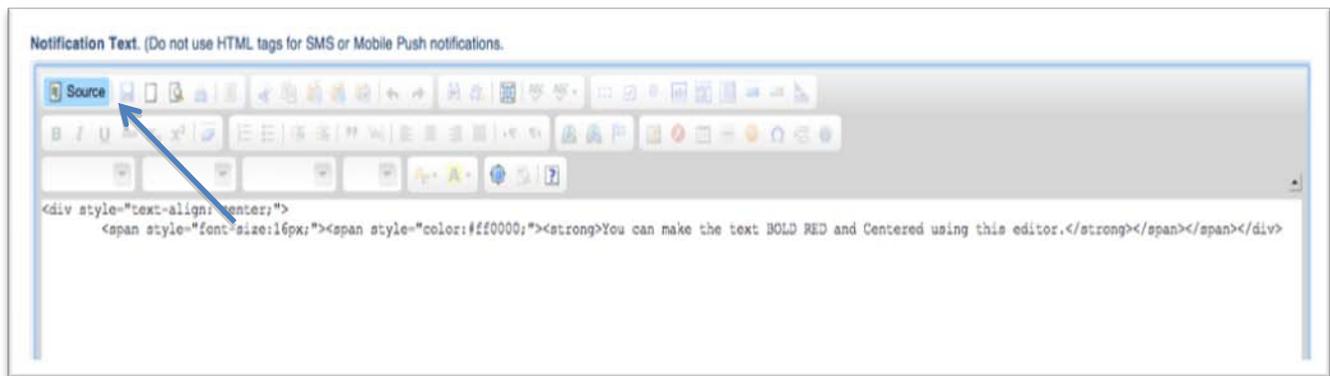
4. The Add Notification page will open as a popup on the screen. If you just want to enter plain text into your notification Message field, you can certainly still do this. However, if you would like to add more style or formatting to your notification, click the HTML Editor hyperlink to the left of the Message field area to open the editor.



5. The editor opens and allows you to edit and format your text without the need for an external editing program.



If you would like to bring in already created HTML Code, you can do this by selecting the Source button in the top left corner. This will switch the editor to HTML mode and allow for the pasting of HTML Code into the text area. Press the Source button again to see the code as it will appear to the user.



6. Once you are satisfied with your formatting, click the Save button at the bottom of the window to have your edited text placed into the notification message field, or click the Cancel button to cancel your editing effort.
7. Finish setting up your Triggered Notification as you normally would, and click the Save button at the bottom to save your new notification.

## HTML Styling within Notifications

Information Assignments Advanced **Triggers** Prerequisites Outline Glossary Certificates Skills & Games Version

Course: 2014 Ethics Affirmation English Version - lin

### Trigger Notification

Trigger: **Approved-For-Course**

Title:

Click on items in the list at right to add them to the message

Message: [HTML Editor](#)

```
<div>
<span style="color:#ff0000;"><strong><span style="font-family: Helvetica;
font-size: 18px;">You can make the text BOLD RED and Centered using
this Editor"</span></strong></span>
</div>
```

Send To:

Via:  Standard Notification  
 Email  
 SMS (140 character limit, No HTML)

Other Email:

When                      On                      Days                      Hours                      Minutes

**User Fields**

- user\_first\_name
- user\_last\_name
- user\_title
- user\_organization
- user\_email
- Department

**Assignment**

- assigned\_date

**Course Fields**

- course\_id
- cust\_id
- course\_name
- course\_desc
- lms\_courseid
- welcome\_message
- finish\_message
- course\_image
- category code

**Deep Links**

Filter:

### Section 2: Editing an Existing Notification with HTML Styling

Should you need to edit your HTML-styled message in the future, simply go into the notification, click the HTML Editor link, make your modifications, click the Save button of the Editor, then click the Save button of the Triggered Notification pop-up screen.

**Tip:** When possible, test out important notifications that have HTML styling to preview how they will appear to the recipients. If you have a test slice, you can set up your notification to go out to just your test group.

**Tip:** When creating html-styled notifications, consider your audience and what platform(s) they are receiving messaging on (e.g. desktop, laptop, tablet, handset). Be sure you don't do more than what can be handled – some mobile devices may not be able to interpret all of the html styling you may have incorporated into the message.