

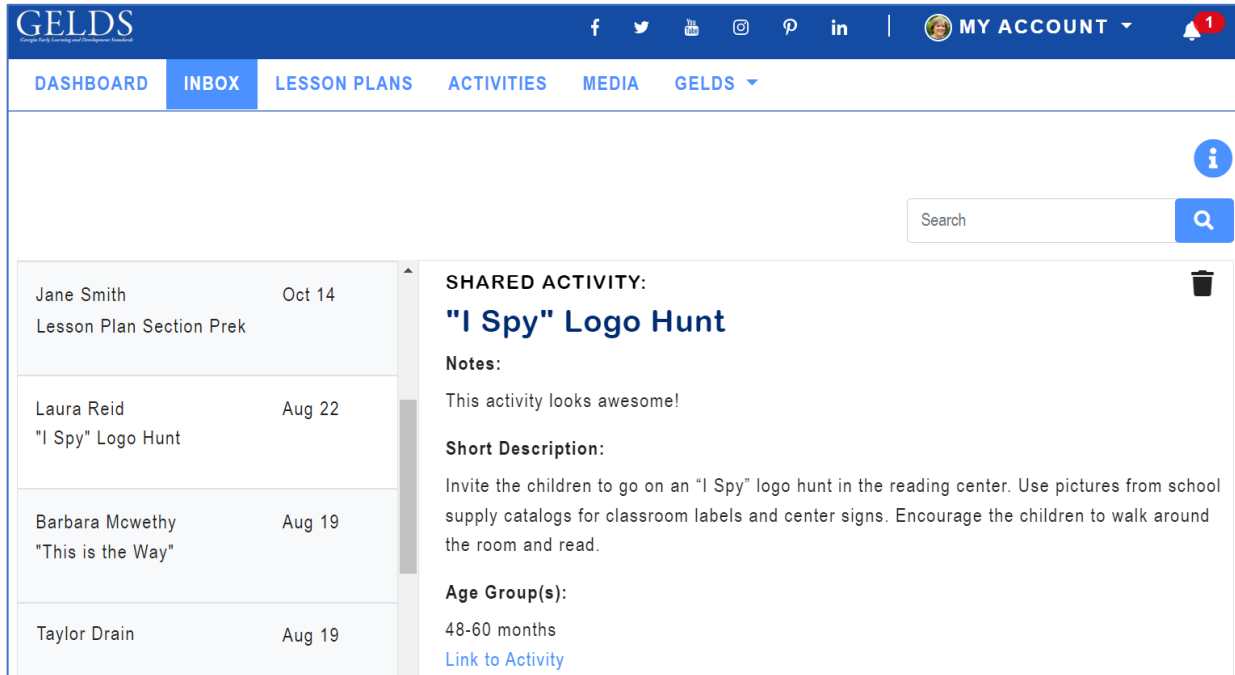


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## GELDS Inbox

The GELDS Inbox is an email like service that delivers notifications to users when another GELDS user has shared a GELDS lesson plan or activity. The sent notifications automatically display in your inbox.



Sender	Date	Item Shared
Jane Smith	Oct 14	Lesson Plan Section Prek
Laura Reid	Aug 22	"I Spy" Logo Hunt
Barbara Mcwethy	Aug 19	"This is the Way"
Taylor Drain	Aug 19	

**SHARED ACTIVITY:**

### "I Spy" Logo Hunt

**Notes:**  
This activity looks awesome!

**Short Description:**  
Invite the children to go on an "I Spy" logo hunt in the reading center. Use pictures from school supply catalogs for classroom labels and center signs. Encourage the children to walk around the room and read.

**Age Group(s):**  
48-60 months

[Link to Activity](#)

When opening the inbox, the left side of the page displays the following:

- Name of the sender
- Name of the item shared
- Date or time the user received the notification

When you select a notification, the detail pane on the right side displays the shared item, including the following information:

- Title of the lesson plan or activity shared
- Notes provided by the user who shared the item
- Week of (if the shared item is a lesson plan)
- Short description (if the shared item is an activity)
- Age Group(s)
- Link to the lesson plan or activity search screen

Unread notifications display in bold font. Clicking 'unread' notifications marks them as 'read'. Read notifications display in normal font.

## Notification Detail

The information in the notification detail section differs depending on whether the shared item is a lesson plan or an activity

- **Shared Lesson Plans Notifications**

For a shared lesson plan, the details include the Lesson Plan Theme, Notes provided by the user who shared the lesson plan, Lesson Plan Week of, Age Group(s), and a link to the main Lesson Plan page where users can view, copy, or archive the shared plan.

Taylor Drain Lesson Plan Section Prek	Oct 24	<p><b>SHARED LESSON PLAN:</b></p> <p><b>Lesson Plan Section Prek</b></p> <p><b>Notes:</b></p> <p>I think you will like this one.</p> <p><b>Week of:</b></p> <p>1/1/0001 12:00:00 AM</p> <p><b>Age Group(s):</b></p> <p>48-60 months</p> <p><a href="#">Link to Lesson Plan</a></p>
Taylor Drain Lesson Plan Test	Oct 23	
Jane Smith SampleTest1	Oct 14	

- **Share Activities Notifications**

For a shared activity, the details include the Activity Title, Notes provided by the user who shared the activity, Short Description, Age Group(s), and a link to the main Activity page where users can view, copy, or archive the shared activity.

Jane Smith SampleTest1	Oct 14	<p><b>SHARED ACTIVITY:</b></p> <p><b>"I Spy" Logo Hunt</b></p> <p><b>Notes:</b></p> <p>This activity looks awesome!</p> <p><b>Short Description:</b></p> <p>Invite the children to go on an "I Spy" logo hunt in the reading center. Use pictures from school supply catalogs for classroom labels and center signs. Encourage the children to walk around the room and read.</p> <p><b>Age Group(s):</b></p> <p>48-60 months</p> <p><a href="#">Link to Activity</a></p>
Laura Reid "I Spy" Logo Hunt	Aug 22	
Barbara Mcwethy "This is the Way"	Aug 19	

**Important Reminder:** You cannot edit a shared lesson plan or activity but will have an option to copy the item and then revise the copied version.

## Delete Notification

To delete a notification from your inbox, click on the **Delete Notification** (🗑️) icon on the right side of the detail panel. Once deleted, the notification will no longer appear in your inbox. You cannot retrieve deleted notifications; however, the shared item will still display on your lesson plan or activity page.

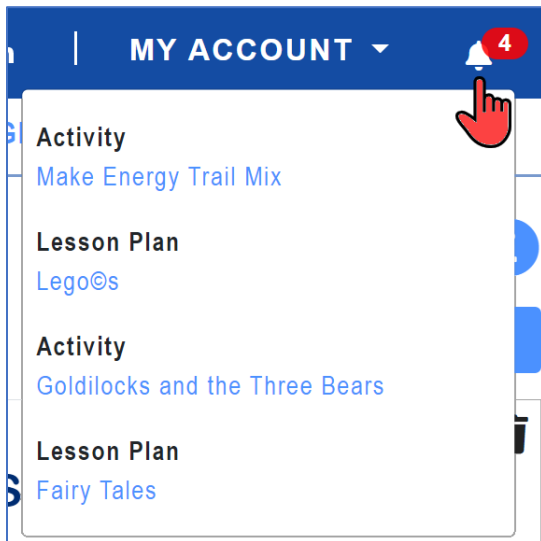
## Search Messages

GELDS provides a search capability for users to enter a keyword to query their inbox notifications for matching records. The system searches for matches in the sender's name, activity title or description, or lesson plan theme fields and displays the filtered results in the notification list.

1. To search, enter a keyword or phrase in the search field on the right and then click the **Search** (🔍) icon.
2. If you need to refine the returned results or the system does not find a match, clear the text from the search field, enter a new keyword or phrase, and click the **Search** icon again.
3. To return to the default notification list, click **INBOX** in the main menu.

## Notification Alarm

In the menu bar to the right of the MY ACCOUNT link, a bell icon displays the count of *unread* notifications in your inbox. Click on the **bell** to display the list of notifications.



You may click on any of the notifications in the alarm dropdown to view the notification in your inbox. Once you view an item in the inbox, it will no longer display in the notification alarm menu.