

USING COURSE MESSAGES




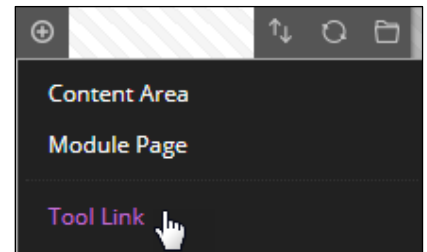
Blackboard Learn

Within Blackboard, instructors can set up an internal course messaging area for communicating privately with students. Course messages are similar to e-mail, but is contained entirely within the Blackboard course. Each course user must log into Blackboard and access their course’s messages tool area to read or reply to any messages sent to him/her. Unlike Blackboard’s e-mail tool, the message tool has the capability of saving any messages you send to students to a folder within the tool called “Sent”. This is a useful feature for keeping an easy-to-find record of your communications with students.

CREATING A COURSE MESSAGE TOOL LINK

These instructions assume that you have [EDIT MODE](#) turned on in your course.

1. Roll your mouse over the **ADD** button  above the course navigation and select **CREATE TOOL LINK** from the pop-up menu.



2. Complete the **ADD TOOL LINK** form that appears. Assign the link a logical **NAME** and select the **COURSE MESSAGES** tool. To make the tool link available to students, so that they may view their Course Messages, check the **AVAILABLE TO USERS** checkbox. When you are done completing the form, click **SUBMIT**.

Add Tool Link

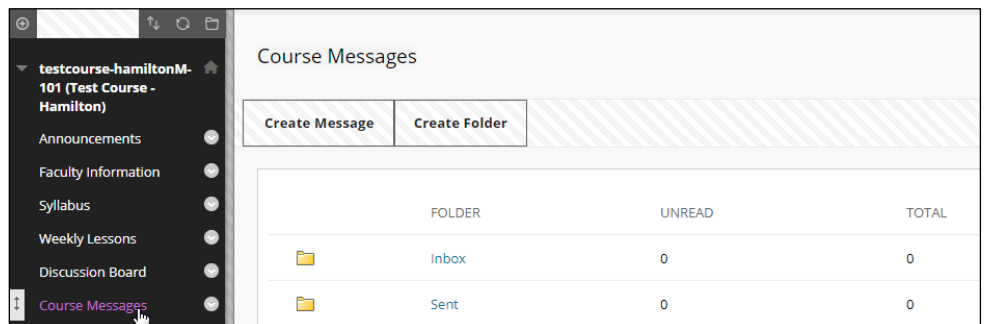
* Name:

Type:

Available to Users

3. A Course Message tool link will now appear in the course navigation.

Clicking the link will take users to their personal Course Messages area in the course.



UNDERSTANDING THE COURSE MESSAGE PAGE

The Course Messages page has two default folders, *Inbox* and *Sent*. They cannot be removed or renamed. Each course user can create their own private folders for moving messages from their inbox to a folder to keep things tidy. Messages can be marked as read or unread, moved to other folders, or deleted. Once a message is deleted, it is permanently removed.

The screenshot shows the 'Course Messages' interface. At the top, there is a header with the title 'Course Messages' and a brief description: 'Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. More Help'. Below the header are two buttons: 'Create Message' and 'Create Folder'. A table below shows the current folders:

FOLDER	UNREAD	TOTAL
Inbox	0	0
Sent	0	0

Two callout boxes with blue borders and arrows point to the 'Inbox' and 'Sent' rows. The first callout says: 'Messages that are sent to you are stored here'. The second callout says: 'Messages you send to students are copied to your Sent folder.'

SENDING A MESSAGE

1. On the Course Messages page, click the **CREATE MESSAGE** button.

2. A composition page will appear. Under the **RECIPIENTS** section, use the tools to select your recipients.

The screenshot shows the 'RECIPIENTS' section of the message composition page. It features a 'To' field and a 'Select Recipients: To line' list. The list contains several names, with 'Annie Asterisk' highlighted. A yellow arrow points from the list to a 'Recipients' box on the right, which contains 'Brett Bracket' and 'Collin Colon'. Below the lists are 'Invert Selection' and 'Select All' buttons.

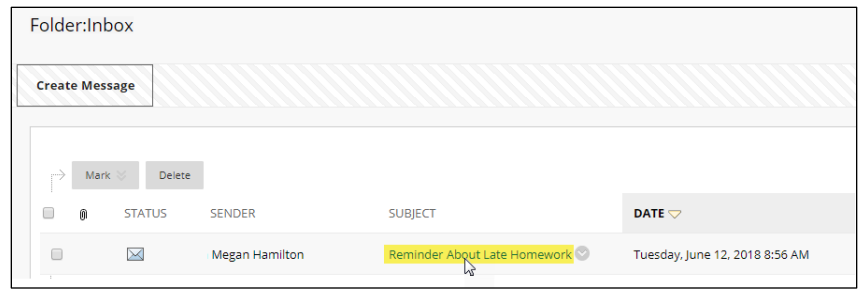
3. Under **COMPOSE MESSAGE**, use the text-editor tools to compose your message. If you would like to include an attachment, scroll down to **ATTACHMENT** and click the **CHOOSE FILE** button to find and select a file from your computer.

The screenshot shows the 'COMPOSE MESSAGE' interface. It has a 'Subject' field with the text 'Reminder About Late Homework'. Below it is a 'Body' section with a rich text editor. The editor toolbar includes options for bold, italic, underline, font face (Arial), font size (12pt), text color, background color, bulleted list, numbered list, link, unlink, and image. The body text reads: 'This is a quick note to check in about your late homework submissions. Please note that 1 point will be deducted from your earned grade for each day that the assignment is late.' At the bottom, there is a 'Path: p' field and a 'Words:33' counter.

4. When you are done, click **SUBMIT**. The message will be sent to the specified recipients' inboxes and a copy of the message will be saved to your **SENT** folder.

VIEWING MESSAGES

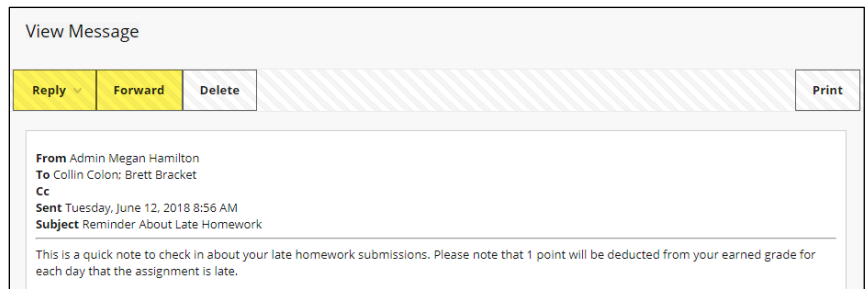
To read messages, locate the desired message in your inbox, sent, or personal folder and click on the message's subject.



REPLYING TO AND FORWARDING MESSAGES

When viewing a message, you may use the **REPLY** or **FORWARD** buttons.

Whichever option you select will make a composition page appear, where you will complete a form to select your recipients and create your message.



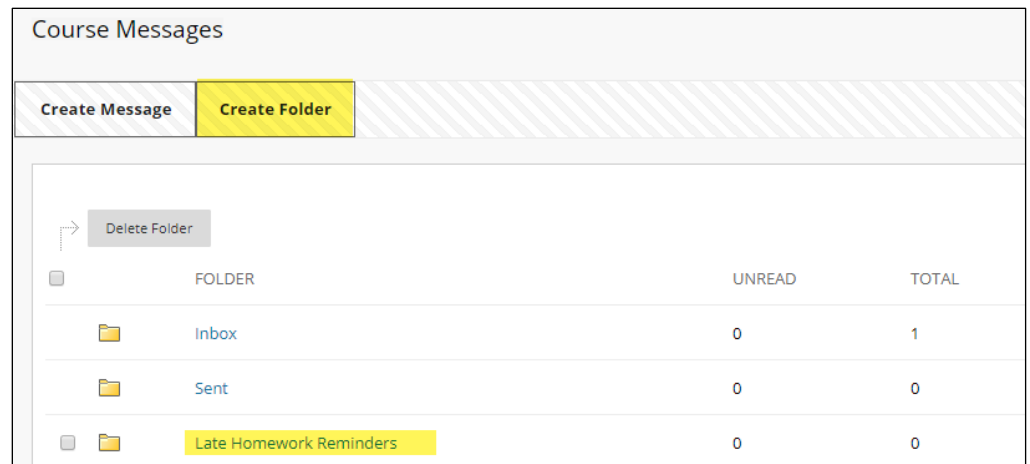
DELETING A MESSAGE

When reviewing the items in your folders, you may delete individual or multiple messages by checking a checkbox next to a message to select it and then clicking the **DELETE** button. This *permanently deletes* the message from your Blackboard inbox. **Messages that are deleted cannot be retrieved or restored.**

CREATING A PERSONAL FOLDER

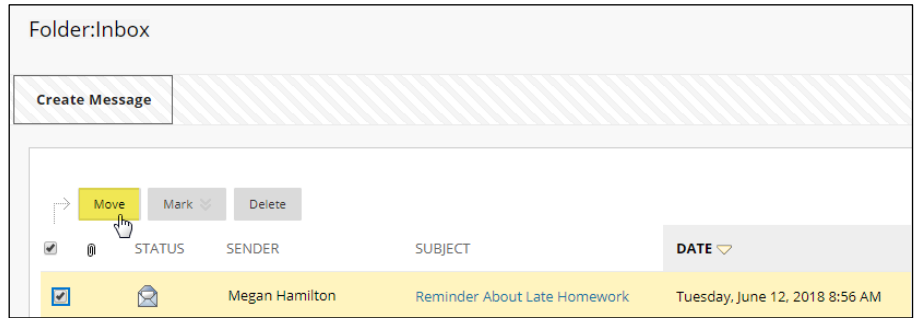
To create a new, personal folder for organizing messages, go to the Course Messages page and click the **CREATE FOLDER** button.

Please note that a folder that you create is only available to you on your personal Course Messages page.



MOVING A MESSAGE FROM YOUR INBOX TO A PERSONAL FOLDER

When you have created personal folders in your Course Messages area, you will have the option to move messages from your Inbox to a personal folder. Please note that messages moved to a personal folder cannot be moved again.



On the **MOVE MESSAGE** page, **SELECT A PERSONAL FOLDER** to move the message to from the drop-down menu. Then, click **SUBMIT**. The message will be **PERMANENTLY STORED** in the selected personal folder.

The screenshot shows the 'Move Message' form. At the top, there is a 'Move Message' title. Below it, there is a section titled 'MESSAGES TO MOVE' with a horizontal line. Below this, there is a message preview: 'Admin Megan Reminder About Late Homework Tuesday, June 12, 2018 8:56 AM'. Below the preview, there is a section titled 'SELECT A PERSONAL FOLDER' with a horizontal line. Below this, there is a label 'Select a Personal Folder' and a dropdown menu with 'Late Homework Reminders' selected. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

