USING COURSE MESSAGES

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 plus-sign 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.

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

PLEASE NOTE: Once a message is deleted, it is permanently removed.

![Course Messages]

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 provided tools to select your recipients.

   - Click the TO button, select one or more students from the list of course users and then click the arrow button to move the selected people to your Recipients list.
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.

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

To reply to a message you are viewing, roll your mouse over the **REPLY** button and select **REPLY TO SENDER** or **REPLY TO ALL**.

![Reply Message Image]

To forward a message you are viewing, click the **FORWARD** button.

![Forward Message Image]

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

Please note that the original message will be automatically populated in the message text area.

When you are done completing the form, click the **SUBMIT** button to send the message.

![Compose Message Image]
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.

On the ADD FOLDER page, give the folder a NAME and click SUBMIT.

The new folder will appear on the Course Messages main page. Please note that a folder that you create is only available to you on your personal Course Messages page.

Folders that you create can be selected and deleted through the provided checkboxes and buttons.
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.

To move a message from your Inbox to a personal folder, select the message using the provided checkbox and click the MOVE button.

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.