

USING COURSE MESSAGES



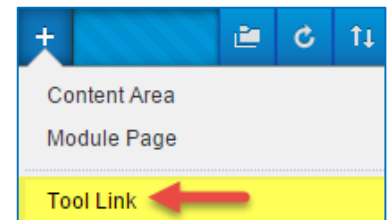
Blackboard Learn

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 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.

Add Tool Link

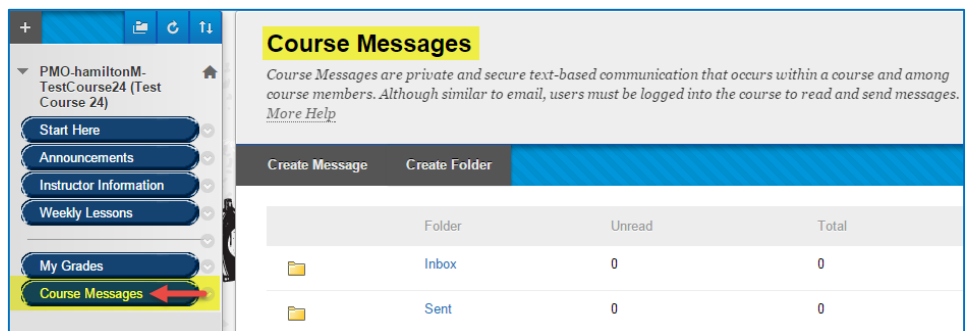
Name:

Type:

Available to Users

When you are done completing the form, click **SUBMIT**.

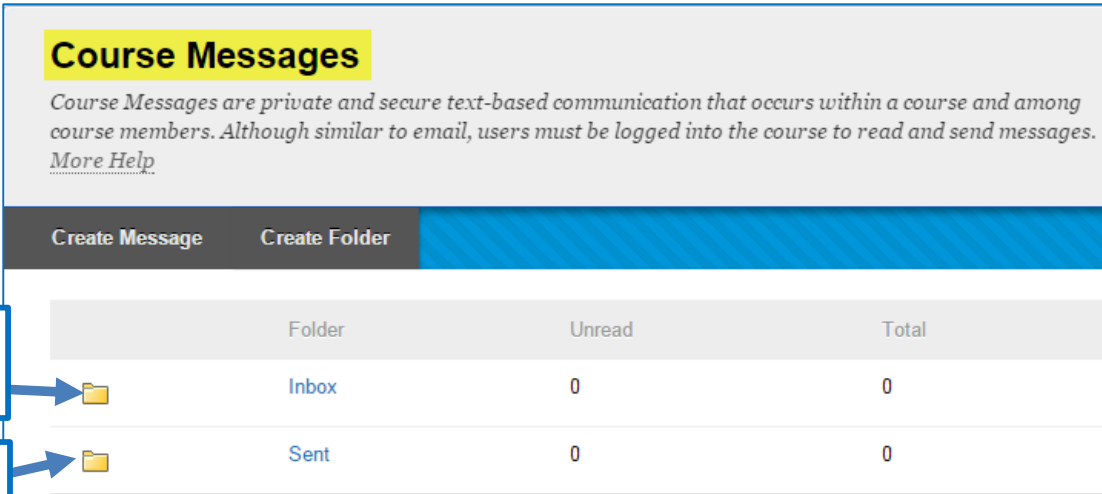
3. A Course Message tool link button will now appear in the course navigation. Clicking the button will take users to their personal Course Messages area in the course.



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

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message Create Folder

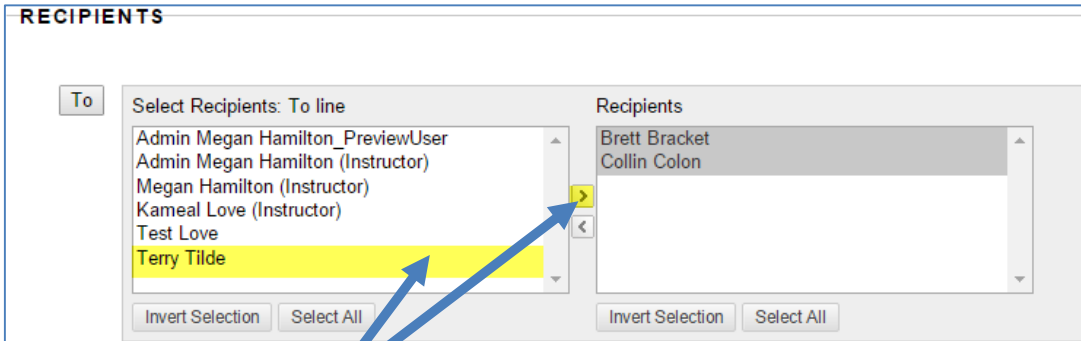
Folder	Unread	Total
Inbox	0	0
Sent	0	0

Messages that are sent to you are stored here

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 provided tools to select your recipients.



RECIPIENTS

To

Select Recipients: To line

- Admin Megan Hamilton_PreviewUser
- Admin Megan Hamilton (Instructor)
- Megan Hamilton (Instructor)
- Kameal Love (Instructor)
- Test Love
- Terry Tilde

Recipients

- Brett Bracket
- Collin Colon

Invert Selection Select All

Invert Selection Select All

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.

- 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.

- 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.

COMPOSE MESSAGE

* Subject

Body

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and others.

Etiam id sapien eget eros lacinia ullamcorper. Proin euismod, felis at consequat hendrerit, turpis est scelerisque libero, et malesuada metus mauris eget dui. Vivamus accumsan molestie ex et pellentesque. Vestibulum maximus pharetra bibendum. Pellentesque nibh massa, lobortis eu tempor vel, feugiat ut dui. Duis ullamcorper, sem vel tristique rutrum, sem metus hendrerit velit, ut cursus velit urna vitae augue. Morbi eu dolor lacus. Cras lacus urna, pretium nec tempus ornare, posuere ac tortor. In convallis in nisi ut scelerisque. Sed aliquam erat et mi porttitor hendrerit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Integer vel commodo orci. Vivamus velit nunc, feugiat in tincidunt maximus, vulputate vel velit. Integer sagittis commodo dui, vitae commodo magna cursus id. Morbi faucibus at dolor sit amet fringilla.

Path: p Words: 129

ATTACHMENT

Upload Attachment No file chosen

VIEWING MESSAGES

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

Click subject link to read message

Folder: Inbox

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[More Help](#)

Create Message

Mark Delete

	Status	Sender	Subject	Date
<input type="checkbox"/>		Terry Tilde	Eaque ipsa quae ab illo inventore veritatis et qua	Tuesday, August 18, 2015 4:28 PM
<input type="checkbox"/>		Collin Colon	Praesent augue lorem	Tuesday, August 18, 2015 4:27 PM
<input type="checkbox"/>		Collin Colon	Re: Lorem ipsum dolor sit amet, consectetur adipiscing	Tuesday, August 18, 2015 4:26 PM

View Message

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[More Help](#)

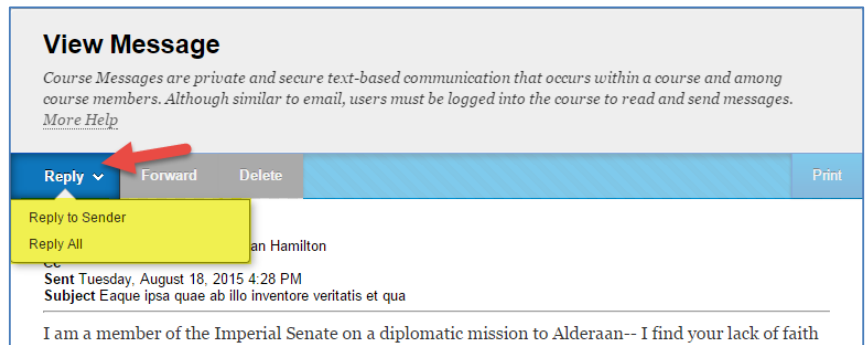
Reply Forward Delete Print

From Terry Tilde
To Megan Hamilton; Admin Megan Hamilton
Cc
Sent Tuesday, August 18, 2015 4:28 PM
Subject Eaque ipsa quae ab illo inventore veritatis et qua

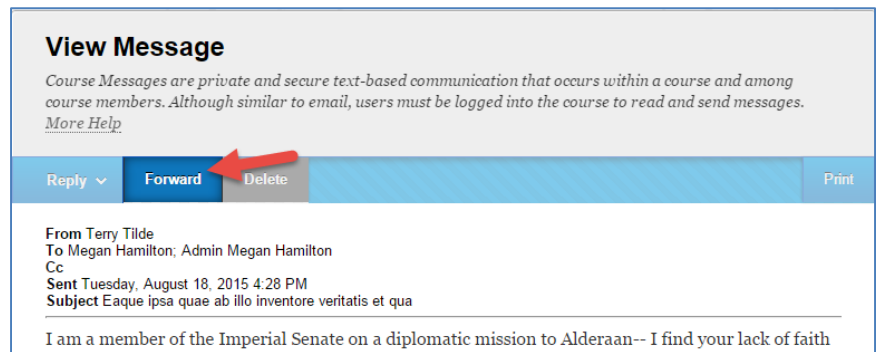
I am a member of the Imperial Senate on a diplomatic mission to Alderaan-- I find your lack of faith disturbing. Don't underestimate the Force. I'm trying not to, kid. Partially, but it also obeys your commands. Don't act so surprised, Your Highness. You weren't on any mercy mission this time. Several transmissions were beamed to this ship by Rebel spies. I want to know what happened to the plans they sent you. Your eyes can deceive you. Don't trust them. I find your lack of faith disturbing.

REPLYING TO AND FORWARDING MESSAGES

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



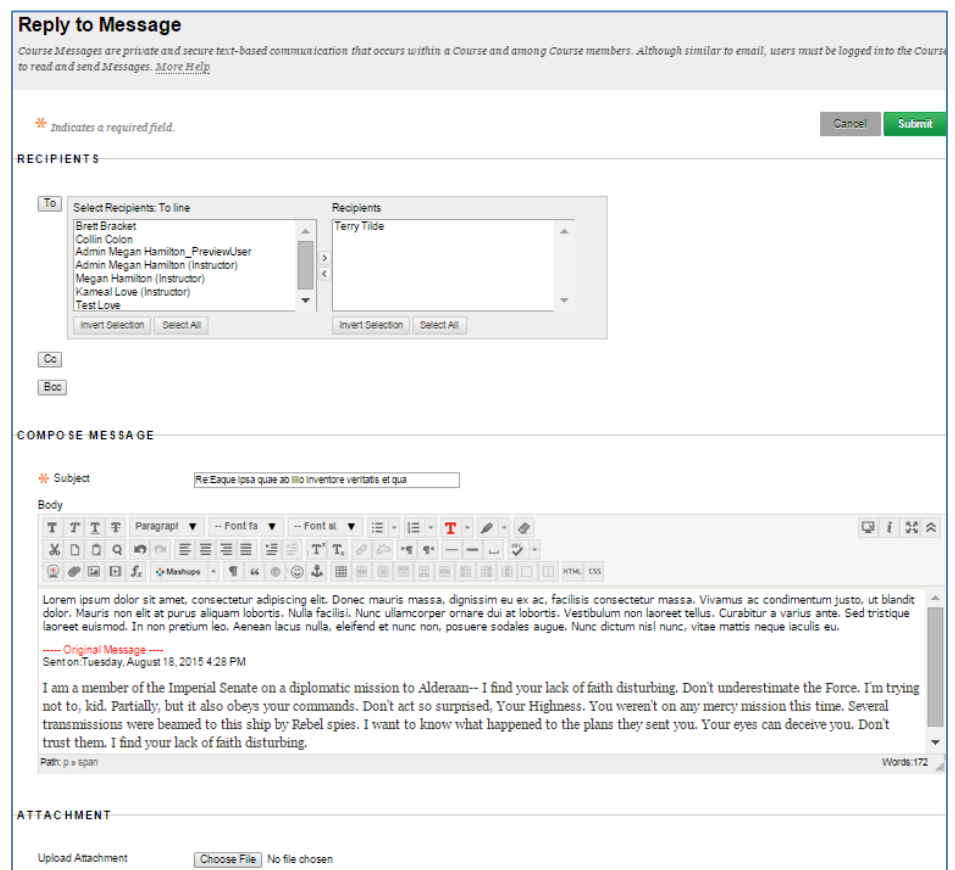
To forward a message you are viewing, click the **FORWARD** button.



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.



The screenshot shows the 'Reply to Message' composition form. At the top, there is a title 'Reply to Message' and a description: 'Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)'. Below this is a toolbar with buttons for 'Cancel' and 'Submit'. The form is divided into several sections: 'RECIPIENTS', 'COMPOSE MESSAGE', and 'ATTACHMENT'. The 'RECIPIENTS' section has a 'To' field with a list of recipients: Brett Brackett, Collin Colon, Admin Megan Hamilton_Preview_User, Admin Megan Hamilton (Instructor), Megan Hamilton (Instructor), Kameal Love (Instructor), and Test Love. The 'COMPOSE MESSAGE' section has a 'Subject' field with the text 'Re:Eaque ipsa quae ab illo inventore veritatis et qua' and a 'Body' field with a rich text editor. The 'ATTACHMENT' section has an 'Upload Attachment' button and a 'Choose File' button. The message body contains the original message text: 'I am a member of the Imperial Senate on a diplomatic mission to Alderaan-- I find your lack of faith disturbing. Don't underestimate the Force. I'm trying not to, kid. Partially, but it also obeys your commands. Don't act so surprised, Your Highness. You weren't on any mercy mission this time. Several transmissions were beamed to this ship by Rebel spies. I want to know what happened to the plans they sent you. Your eyes can deceive you. Don't trust them. I find your lack of faith disturbing.'

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.

Folder: Inbox
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Create Message

Mark Delete

<input type="checkbox"/>	Status	Sender	Subject	Date
<input checked="" type="checkbox"/>		Terry Tilde	Eaque ipsa quae ab illo inventore veritatis et qua	Tuesday, August 18, 2015 4:28 PM
<input checked="" type="checkbox"/>		Collin Colon	Praesent augue lorem	Tuesday, August 18, 2015 4:27 PM
<input type="checkbox"/>		Collin Colon	Re: Lorem ipsum dolor sit amet, consectetur adipiscing	Tuesday, August 18, 2015 4:26 PM

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**.

Course Messages
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Create Message Create Folder

Add Folder
Personal Folders can be added to the Messages area to organize received messages, if enabled by the System Administrator. [More Help](#)

* Indicates a required field.

Cancel Submit

ADD FOLDER

* Name

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.

Course Messages
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Create Message Create Folder

Delete Folder

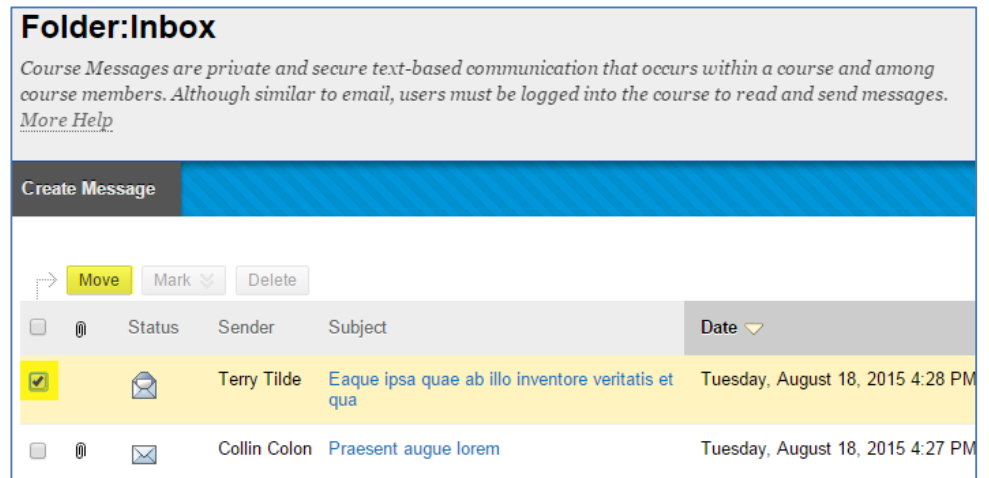
<input type="checkbox"/>	Folder	Unread	Total
<input type="checkbox"/>	Inbox	2	3
<input type="checkbox"/>	Sent	0	2
<input checked="" type="checkbox"/>	Assignment 1 Questions	0	0

Delete Folder

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.



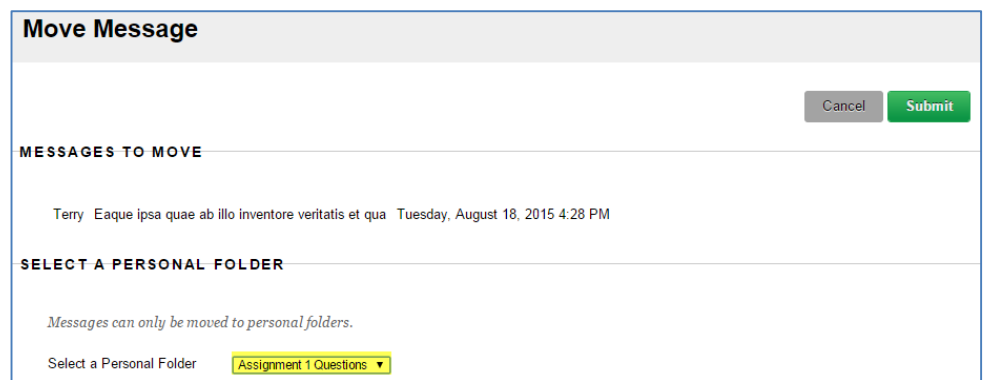
Folder:Inbox
Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages.
[More Help](#)

Create Message

Move Mark Delete

<input type="checkbox"/>	Status	Sender	Subject	Date
<input checked="" type="checkbox"/>		Terry Tilde	Eaque ipsa quae ab illo inventore veritatis et qua	Tuesday, August 18, 2015 4:28 PM
<input type="checkbox"/>		Collin Colon	Praesent augue lorem	Tuesday, August 18, 2015 4:27 PM

On the **MOVE MESSAGE** page, **SELECT A PERSONAL FOLDER** to move the message to from the drop-down menu. Then, click **SUBMIT**.



Cancel Submit

MESSAGES TO MOVE

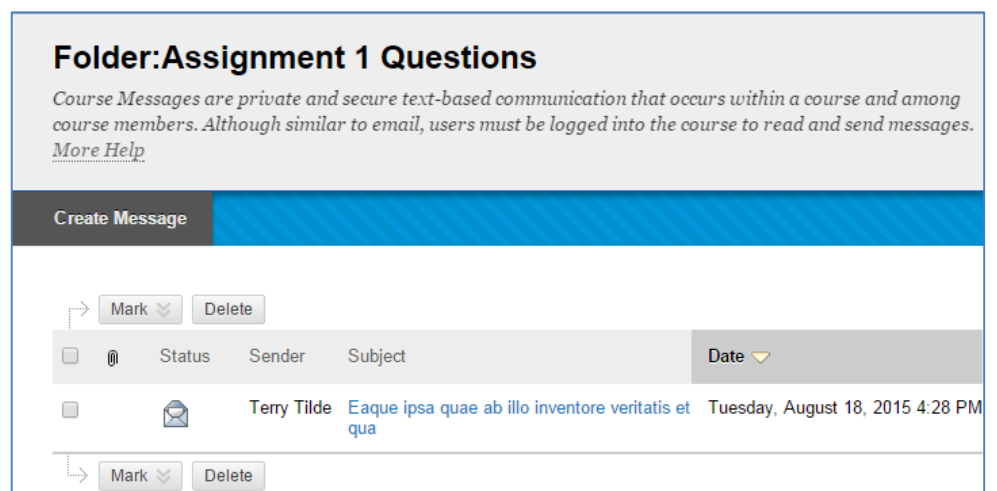
Terry Eaque ipsa quae ab illo inventore veritatis et qua Tuesday, August 18, 2015 4:28 PM

SELECT A PERSONAL FOLDER

Messages can only be moved to personal folders.

Select a Personal Folder **Assignment 1 Questions**

The message will be **PERMANENTLY STORED** in the selected personal folder.



Folder:Assignment 1 Questions
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[More Help](#)

Create Message

Mark Delete

<input type="checkbox"/>	Status	Sender	Subject	Date
<input type="checkbox"/>		Terry Tilde	Eaque ipsa quae ab illo inventore veritatis et qua	Tuesday, August 18, 2015 4:28 PM

Mark Delete