USING COURSE MESSAGES

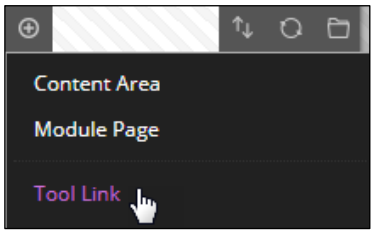
Blackboard Learn

Online Learning

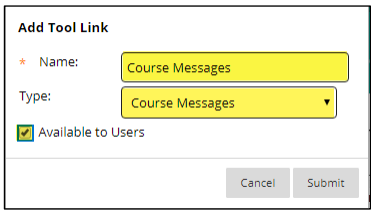
Course messages are similar to e-mail, but is contained entirely within the Blackboard course. Each course user must log into Blackboard and access their course's messages tool area to read or reply to any messages sent to him/her. Unlike Blackboard's e-mail tool, the message tool has the capability 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

Within Blackboard, instructors can set up an internal course messaging area for communicating privately with students through these steps when EDIT MODE is turned on in the course section.



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**.

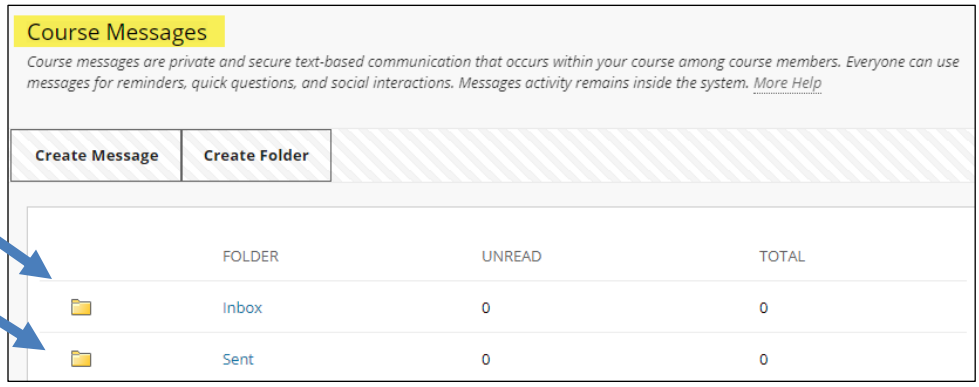
3. A Course Message tool link will now appear in the course navigation. Clicking the link will take users to their personal Course Messages area in the course.

UNDERSTANGING 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.

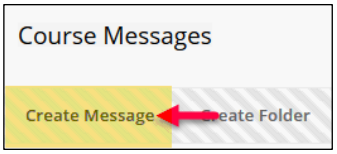
Messages that are sent to you are stored here

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.

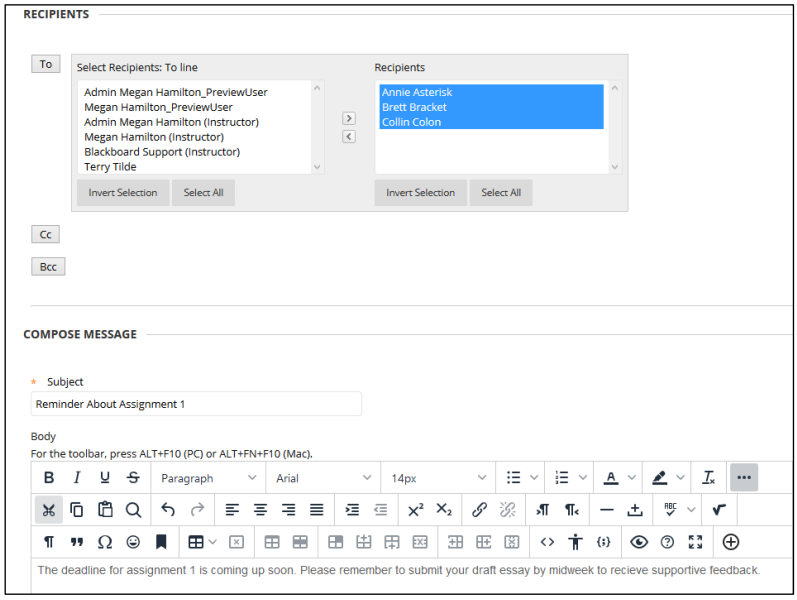


2. A composition page will appear. Under the **RECIPIENTS** section, use the tools to select your recipients. Under **COMPOSE MESSAGE**, use the text-editor tools to compose your message using the Content Editor.

   A. To embed a file *within the content* of the message, click on the Content Editor's ••• icon and select the ⊕ icon. Click "Select Local File" to embed a file or image.

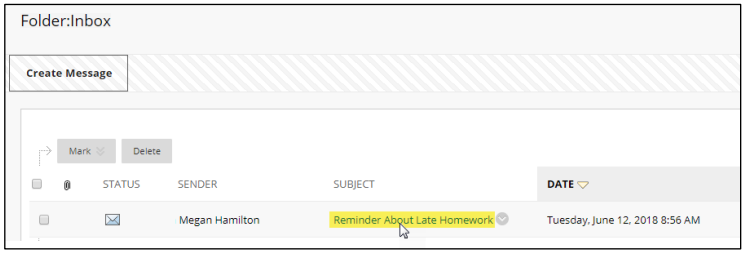
   B. To attach a file to the message, scroll down to the "Attachments" area. Click "Browse" to select a file from your computer.

3. 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.



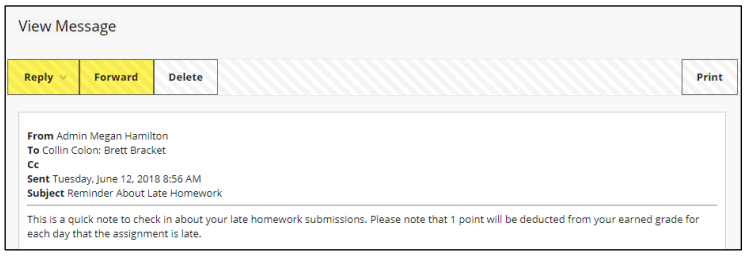
VIEWING MESSAGES

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

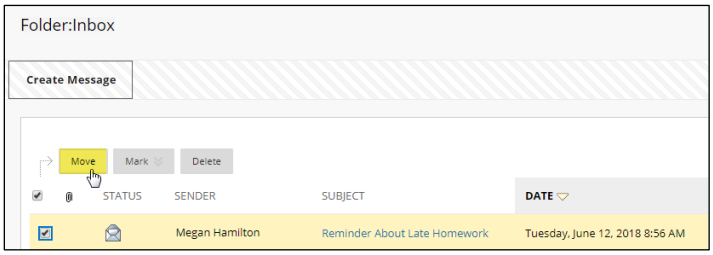
When viewing a message, you may use the **REPLY** or **FORWARD** buttons. Whichever option you select will make a composition page appear, where you will complete a form to select your recipients and create your message.



DELETING A MESSAGE

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. Deleted messages **cannot be retrieved or restored!**

CREATING A PERSONAL FOLDER AND MOVING MESSAGES

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

To move a message to a personal folder, select a message and click the **MOVE** button. On the Move page, select the new folder location for the message and click Submit. The message will be **PERMANENTLY STORED** in the selected personal folder.