Course Messages

Create Messages:

- 1. Once you are inside of a course, select **Course Messages**. If you do not see a menu link similar
- to the screenshot below, your instructor may have disabled this tool.
- 2. Select the **Create Message** button.

 ✓ Test Course Instructor Announcements 	Course Mess Course Messages are course members. Alth More Help	Sages private and secure text-based o hough similar to email, users m	communication that occurs within ust be logged into the course to re	n a course and among ead and send messages.
Syllabus & Orientation 2	Create Message	Create Folder		
Course Content				
Discussion Board		Folder	Unread	Total
Assignments	E	Inbox	1	1
Course Messages		Quest	<u>^</u>	0
My Grades		Sent	U	U
Home Page			Displaying 1 to 2 of 2 items	Show All Edit Paging
Library				
Resources / Support				

1. Highlight the names from the **Select Recipients: To Line** column. You may highlight more than one user by (PC) holding Ctrl on your keyboard and clicking the names with your mouse or by (Mac) holding command on your keyboard and clicking the names with your mouse.

2. Select the greater than button to take the highlighted names from the **Select Recipients: To Line** column and move them to the **Recipients** column.

3. The names will appear in the Recipients column. This will be the user which the message will be directed to.

RECIPIENTS

Bcc

То	Select Recipients: To line	Recipients
	Van Claymaker	2 Daniel Farnsworth
	Daniel Farnsworth	
	Invert Selection Select All	Invert Selection Select All
Cc		

1. **Subject:** Create a subject that is relative to what you are describing in the message.

2. **Body:** Create a message.

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You may upload a file by selecting **Choose File**. This will open a new window where you can select a file from your computer. Once you are finished, make sure the file is attached, similar to the screenshot below. Once you are finished, click **Submit** to send the message.

ATTACHMENT		
Upload Attachment Choose File Civil_ServicExempt_N.pdf		
Click Submit to proceed. Click Cancel to go back.	Cancel	Submit
Check your Messages: If you would like to check your messages in your Inbox, click the t	itle Inbox .	_
Course messages		
Course Messages are private and secure text-based communication that occurse members. Although similar to email, users must be logged into the co-	irs within a course a urse to read and sen	nd among d messages.

Create Message	Create Folder		
	Folder	Unread	Total
	Inbox	1	1
	Sent	0	1

Blackboard Questions? Contact the Center for Online Teaching and Learning Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115 A list of messages appear. To open, select the subject title.

Folde Course M course me More Hel	ersinbo essages are embers. Alt	X e private and secu hough similar to e	re text-based communicat email, users must be logged	ion that occurs within a cou l into the course to read an	ırse and among d send messages.
Create M	essage				
Ma	rk 淡 Del	iete			
0	Status	Sender	Subject	Date 🗢	
	\bowtie	Miles Runnings	Assignment 1 Due	Monday, June 20, 20)16 10:00 AM

The message will open. You have the option to reply, forward, delete, print, or leave alone (will stay in this course's inbox).

View Message 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. <u>More Help</u>
Reply ~ Forward Delete Print
From Miles Runnings To Daniel Farnsworth Cc Sent Monday, June 20, 2016 10:00 AM Subject Assignment 1 Due
Hello Daniel,
I noticed you have not turned in Assignment 1 yet. Please submit your assignment by the end of the night or you will not be able to receive points.
Thank you,

Professor Runnings

Note: Whatever messages you send or receive will only stay inside of the Blackboard course. Once you no longer have access to your Blackboard course, you will no longer have access to your course messages.