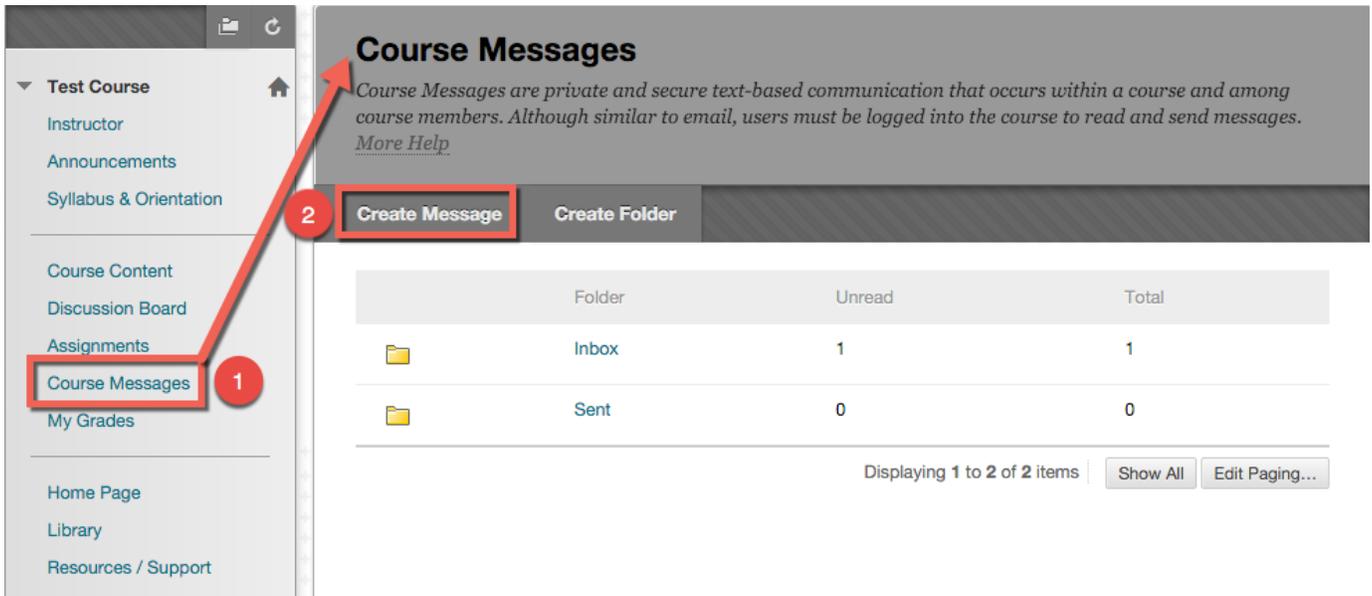


## Course Messages

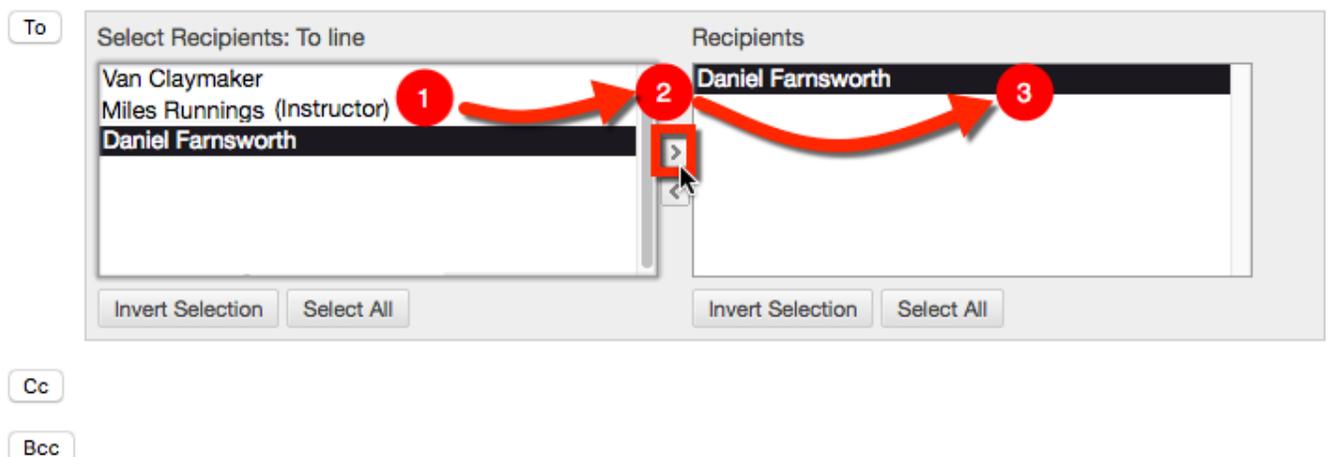
### Create Messages:

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.



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



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

### COMPOSE MESSAGE

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  Civil\_Servic...Exempt\_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 title **Inbox**.

## 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
	<b>Inbox</b>	1	1
	Sent	0	1

*Blackboard Questions?* Contact the *Center for Online Teaching and Learning*

Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115

A list of messages appear. To open, select the subject title.

**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

<input type="checkbox"/>		Status	Sender	Subject	Date
<input type="checkbox"/>			Miles Runnings	<b>Assignment 1 Due</b>	Monday, June 20, 2016 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. [More Help](#)*

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.*