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.

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   [Choose File] 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
📁	Inbox	1	1
📁	Sent	0	1

Blackboard Questions? Contact the *Center for Online Teaching and Learning*
Email: blackboard@govst.edu Phone: (708) 534-4115

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

Folder:Inbox

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More Help

Create Message

		Status	Sender	Subject	Date ▽
☐	📎				
☐	📎	✉	Daniel Farnsworth	Assignment 1 Question	Monday, November 9, 2015 10:21 AM

Mark ⌄   **Delete**

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 Daniel Farnsworth
To
Cc
Sent Monday, November 9, 2015 10:21 AM
Subject Assignment 1 Question
Attachment Civil_Service_Non-Exempt_N.pdf

Hello Professor,

The syllabus does not indicate when assignment 1 is due. When is the last day we can submit this assignment?

Thank you,

Daniel

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.