

Course Messages

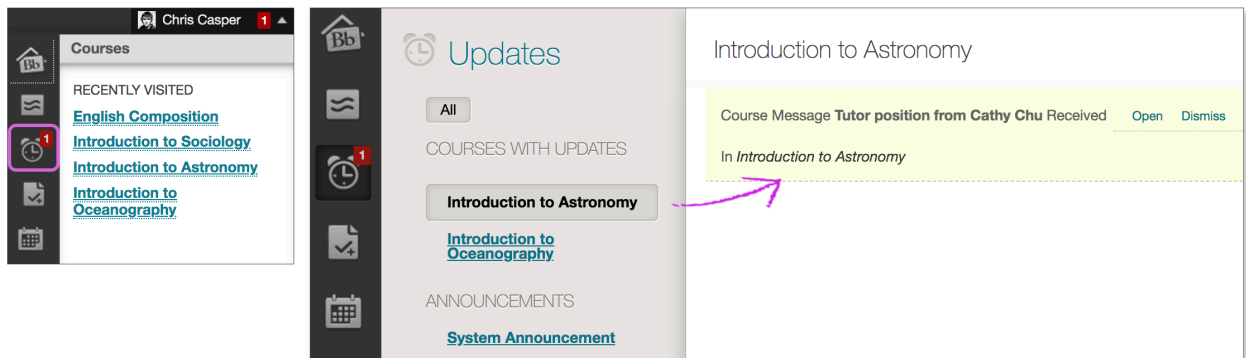
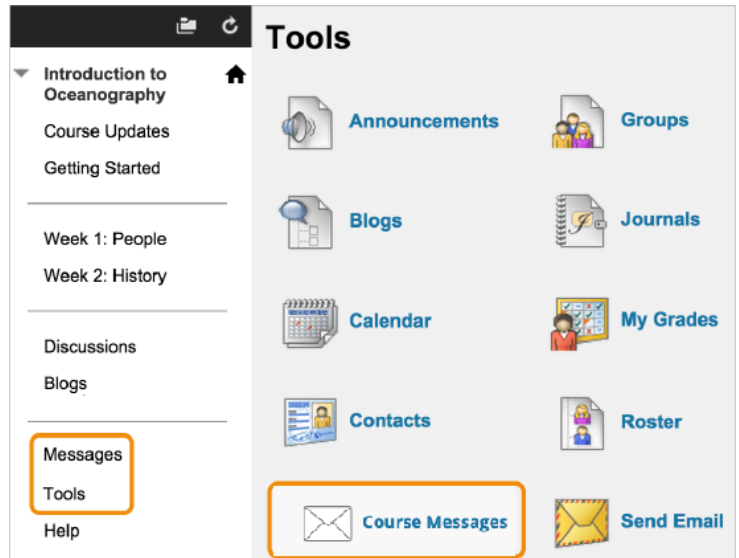
Course messages are private and secure text-based communication that occurs within your course among course members.

Although similar to email, *you must be logged in to a course to read and send course messages. Messages activity remains inside the Blackboard system.*

You can access messages on the Control Panel > Course Tools > Course Messages or from a customized link you add to the course menu. Students can access course messages from the customized link or from the Tools page.

Note: If you see a list on the left where your name appears, you can view and send messages for all of your courses on the Messages page.



If you see your name in the top-right corner of the page, you can access new messages for all of your courses. Open the menu next to your name and select the Updates icon. You can view a list of notifications about important events and information in all your courses and organizations.



When you receive new course messages, a notification appears in the What's New module on the My Institution tab and the Home Page.

Both incoming and outgoing messages are saved in course messages in the Inbox and Sent folders. You can't rename these folders.

You can delete a message, but the action is irreversible.

Course Messages		
Create Message		
FOLDER	UNREAD	TOTAL
 Inbox	1	11
 Sent	0	3