How to Send Internal Course Messages

Within Blackboard, instructors can set up an internal course messaging area for communicating privately with students. 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 Message Tool Area

1. To add and edit content in your course you must first have EDIT MODE turned on. You can click the Edit Mode button to toggle the course’s Edit Mode on and off.

2. Roll your mouse over the plus-sign button above the course navigation and select CREATE TOOL LINK from the pop-up menu.

3. The Add Tool Link box will appear. Give your tool a logical name and then, from the type drop-down box, select the MESSAGES tool.

To make the Messages tool link available to students, so that they may view and reply to Messages, check the AVAILABLE TO USERS checkbox

When you are done, CLICK SUBMIT.
4. A message tool button will now appear in the course navigation. Clicking the button will take users to the Messages Area.

The Messages Area has two default folders, **Inbox** and **Sent** that 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.

**PLEASE NOTE:** Once a message is deleted, it is permanently removed.

**To Create a Personal Folder**

To create a new, personal folder for organizing messages in, click the **CREATE FOLDER** button on the Message Area page. This will take you to the Add Folder page, where you give the folder a name. When done, click submit. The new folder will appear on the Message Area page. You may permanently move items from your inbox to your personal folder.

**Creating a Message**

1. On the Messages page, click the **CREATE MESSAGE** button.

2. A composition page will appear. Under **RECIPIENTS**, use the tools to select individuals from the course to send the message to.

   - Click the **TO** button, select one or more students from the list of course users and then click the arrow button to move the selected people to your Recipients list.
3. Under **COMPOSE MESSAGE**, use the text-editor tools to compose your message.

If you would like to include an attachment, scroll down to **ATTACHMENT** and click the **BROWSE** button to find and select a file from your computer.

4. 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 and click on the message’s subject link.
Replying to and Forwarding Messages

When viewing a received message, you have the option to send a reply to the sender of the message or to all users. Clicking the Forward button brings up a message composition page where the user can select from a populated list of course members to which forward the message and add a new message as well.

Deleting a Message

When reviewing the items in your folders, 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 from your Blackboard inbox.
Moving a Message from Your Inbox to a Personal Folder

When you have created one or more personal folders in your messages area, you will have the option to move one or more messages from your Inbox to a personal folder. Please note that messages moved to a personal folder cannot be moved again.

1. In your Inbox, check the checkbox next to the message you would like to move to a different folder.

2. Then, click the MOVE button.

3. On the MOVE MESSAGE page, SELECT A PERSONAL FOLDER to move the message to from the drop-down menu. Then, click SUBMIT.

4. The message will be PERMANENTLY STORED at this new location.