Course Messages

Create Messages:

1. You may access Course Messages from the Blackboard Learn Ultra Base Navigation menu or within a course. Select **Messages** and the correct course you wish to access messages for. You may also access messages within a course, by selecting **Course Messages** in the left navigation menu. If you do not see a menu link similar to the screenshot below, you may have disabled this tool.

2. Select the **Create Message** button.

OR

1. Click the To button to open the Select Recipients: To line and Recipients columns.
2. 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.
3. Select the greater than button to take the highlighted names from the **Select Recipients: To Line** column and move them to the **Recipients** column.
4. The names will appear in the Recipients column. This will be the user which the message will be directed to.

Users also have the ability to Cc and Bcc users enrolled in the course.
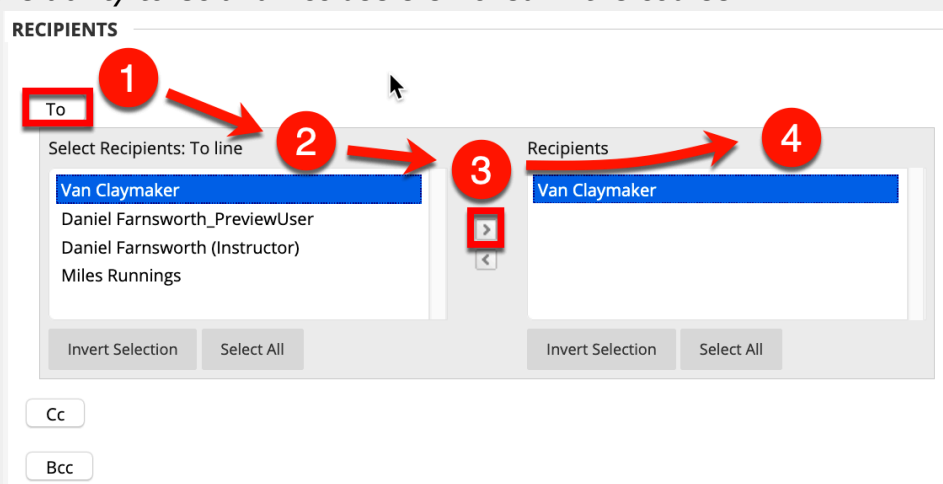
1. **Subject:** Create a subject that is relative to what you are describing in the message.
2. **Body:** Create a message.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115

COMPOSE MESSAGE

* Subject

Assignment 1 Due **①**

Body
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

| B | I | U | S | Paragraph ∨ | Arial ∨ | 14px ∨ | ☰ ∨ | ☰ ∨ | A ∨ | ✎ ∨ | Tₓ | ⋯ |

Hello Van,

I noticed you have not turned in Assignment 1. Please subit your assignment by the end of the night or you will not receive points. **②**

Thank you,
Professor Farnsworth

P   31 WORDS   POWERED BY TINY

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.

ATTACHMENT

Upload Attachment

Assignment 1.docx Remove

Once you are finished, click **Submit** to send the message.

Submit

You will receive a success message at the top of the page and will notice the Sent Total column increases bye one.

Success: Message sent to one or more recipients

Course Messages
Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. More Help

Create Message   Create Folder

FOLDER	UNREAD	TOTAL
📁 Inbox	0	0
📁 Sent	0	1

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115

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 your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. More Help

Create Message   **Create Folder**

	FOLDER	UNREAD	TOTAL
📁	Inbox	1	1
📁	Sent	0	1

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 your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. More Help

Create Message

Mark ⌄	Delete			
☐ 📎	STATUS	SENDER	SUBJECT	DATE ▽
☐	✉	Van Claymaker	Re:Assignment 1 Due	Friday, March 26, 2021 1:36 PM

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 your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. More Help

Reply ∨   Forward   Delete   Print

From Van Claymaker
To Daniel Farnsworth
Cc
Sent Friday, March 26, 2021 1:36 PM
Subject Re:Assignment 1 Due

Hello Professor Farnsworth,
Thank you for bringing this to my attention. I will be sure to submit the assignment as soon as possible.
Van
----- Original Message ---- Sent on:Friday, March 26, 2021 1:34 PM
Hello Van,

I noticed you have not turned in Assignment 1. Please subit your assignment by the end of the night or you will not receive points.

Thank you,

Professor Farnsworth

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.

Also, though Instructors have the ability to hide or delete the Courses Messages tool within the course navigation menu, students will still be able to access from the Ultra Base Navigation menu. As of Fall 2023's Blackboard update, the Messages tool is not editable by users (Faculty nor Student) outside of courses and is therefore all or nothing. Though we have the ability to turn this tool off, we would have to turn off for all users. Since, we do have many faculty who use this tool to communicate with their students, we cannot turn this tool off at this time.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115