

Blackboard Messages – NEW Feature!



What is Blackboard Messages?

Blackboard Messages is a *NEW* course communication tool that functions like an email account only no email addresses are needed! The tool lives INSIDE each of your courses so messages may not be sent or received outside of the course. Messages are course specific, so all messages related to a particular course are kept in one place.

Why should I use Blackboard Messages?

- ✓ Blackboard Messages is a good alternative to the dreaded digital drop box
- ✓ Users (students and instructors) have a designated Inbox
- ✓ Compose and send messages safely and securely
- ✓ Attach files to messages
- ✓ Reply to messages
- ✓ Organize messages by creating and moving messages to personal folders
- ✓ Keeps track of sent messages
- ✓ Messages are organized by course
- ✓ Solves mysteries like who is hotlady88@hotmail.com and which of my courses is she in???
- ✓ Gets around nasty spam filter issues

One Important Thing to Remember!

Users must **GO to their Messages Inbox** to check for new messages. There is **NO NOTIFICATION** that you have new messages!!!

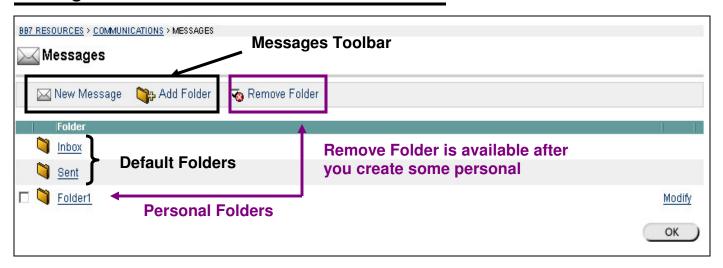
Quick Tip – Create a Messages Button!

If you decide to use the Messages feature, you might consider creating a tool link to display Messages in your course button list:

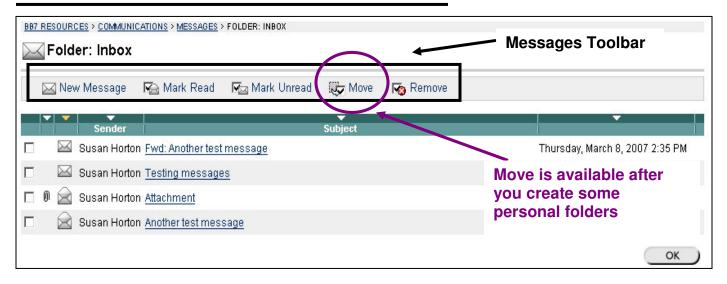
Control Panel / Manage Course Menu / Tool Link / Choose the Type (Messages) from the drop down menu / Type Messages in the Name: box / Click Submit

Note: Messages may be enabled or disabled by going to: **Control Panel** / **Manage Tools**

Messages Overview



Default Folders: Inbox & Sent



Sorting Options in Inbox, Sent & Personal Folders (click on the arrow above the column heading)

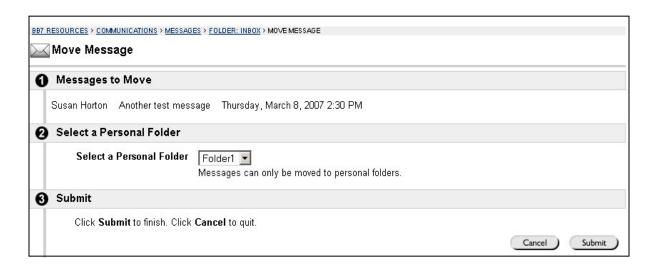
- Attachments
- Read vs. Unread messages
- Sender
- Subject
- Date

View Message



Move Messages

1. Select the message you want to move from you Inbox or Sent folders and click Move on the Messages toolbar.



Note: Once messages have been moved to a personal folder, they can not be moved back to the Inbox. You may only move messages to a personal folder that you create.