



Blackboard Learn Course Messages

There are **two** different ways to send email-style communication to course users (students and/or co-instructors) in Blackboard:

1. **Course Email:** *From Blackboard to CCSU Email* – email is a send only tool that sends an email from Blackboard to the user’s CCSU email account and cc’s the sender automatically. If the user replies, the reply will return to the sender’s CCSU email account. This is typically easier for students than sending messages through Blackboard. This document will teach you how to send Course Emails.
2. **Course Messages:** *From Blackboard to Blackboard* - using a Blackboard messaging inbox these messages stay within the Blackboard system and do not deliver to CCSU email addresses. When a user replies to a message, it delivers back to the messaging inbox within Blackboard. The benefit of using Course Messages is to provide seamless course organization by keeping all email-style communication within the course shell. This document will teach you how to send Course Messages.

How to Send a Blackboard Course Message

There are two ways to send Course Messages.

Option 1 – Accessing Messages from the Main Navigation Panel

1. **Click Messages** on the left navigation bar (Figure 1). *Note: a numbered bubble will appear if you have unread messages.*
2. **Locate the course** where you would like to compose a message (Figure 2).
3. **Click on the plus (+) button** on the right-hand side (Figure 2).

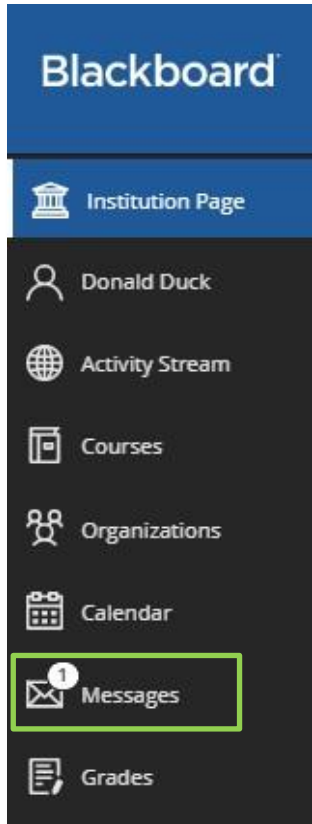


FIGURE 1

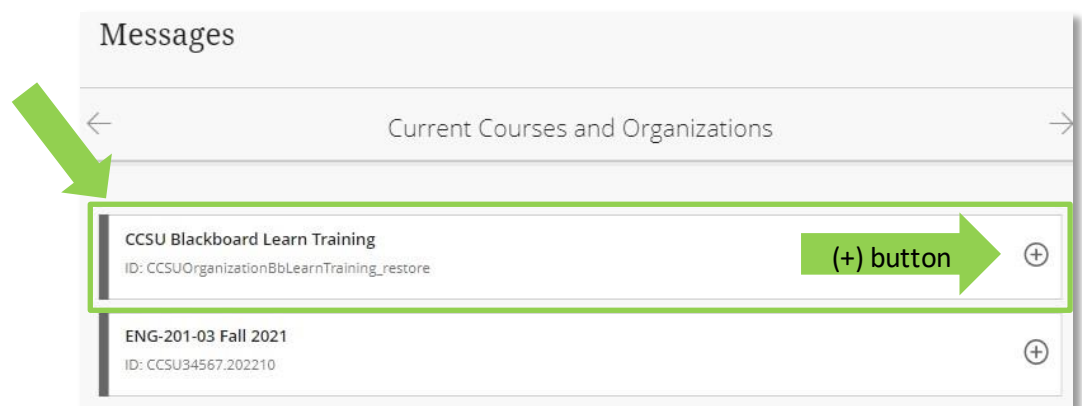
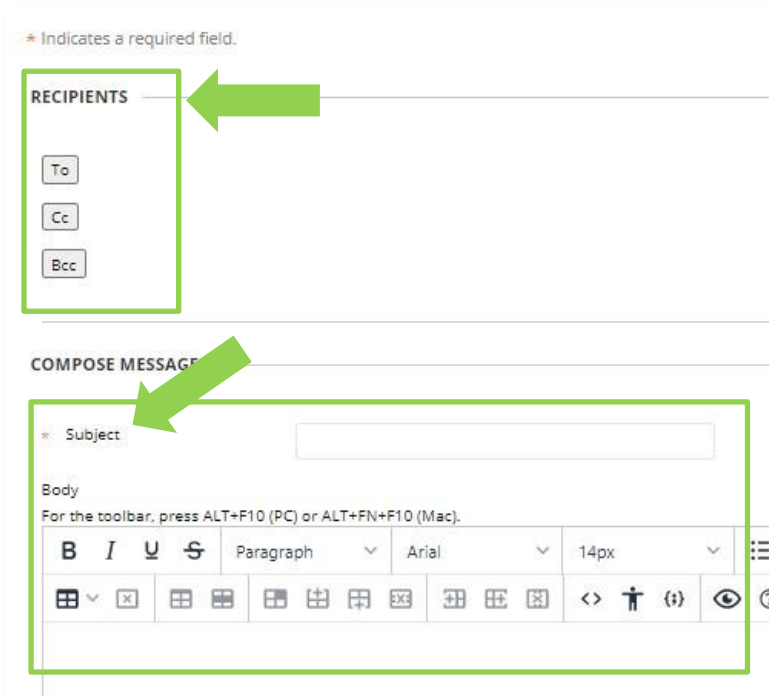


FIGURE 2

4. Once you select the **plus (+) button**,
 - Fill in the **recipients** by clicking the “To” button. There are also options to send a copy or a blind copy to other users.



* Indicates a required field.

RECIPIENTS

To

Cc

Bcc

COMPOSE MESSAGE

* Subject

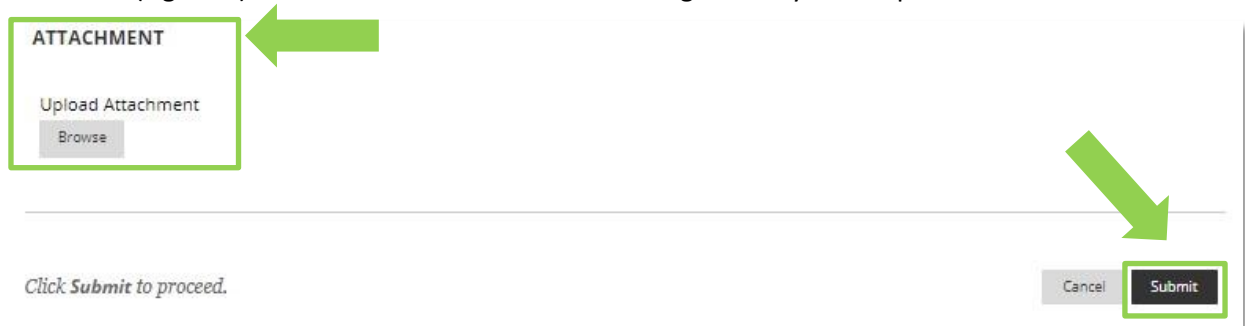
Body

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

B I U S Paragraph Arial 14px

FIGURE 3

- Compose the message by adding a **subject** and a **body**. It is very similar to sending an email in Outlook (Figure 3).
5. Once you have filled in the subject and body and chose the recipients, you can attach a file if needed and then click **Submit** (Figure 4). Submit will send the Course Message out to your recipients.



ATTACHMENT

Upload Attachment

Browse

Click *Submit* to proceed.

Cancel Submit

FIGURE 4



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Option 2 – Accessing Message through a Course Shell

- 1. Enter your course and from the left-side course menu, click **Course Tools**, then **Course Messages** (Figure 5).
- 2. On the Course Messages page, click on **Create Message**. The Course Message page will also show your Inbox and Sent box with the number of read and unread messages (Figure 6).
- 3. Follow Steps 4 and 5 above.

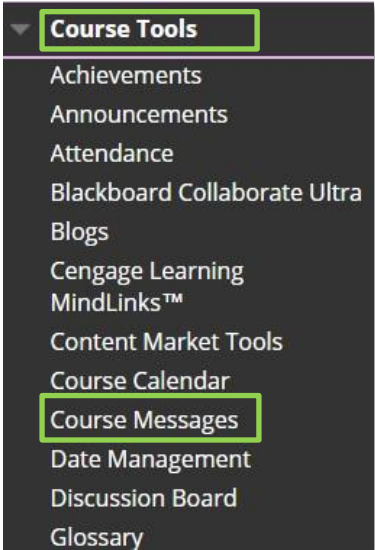


FIGURE 5

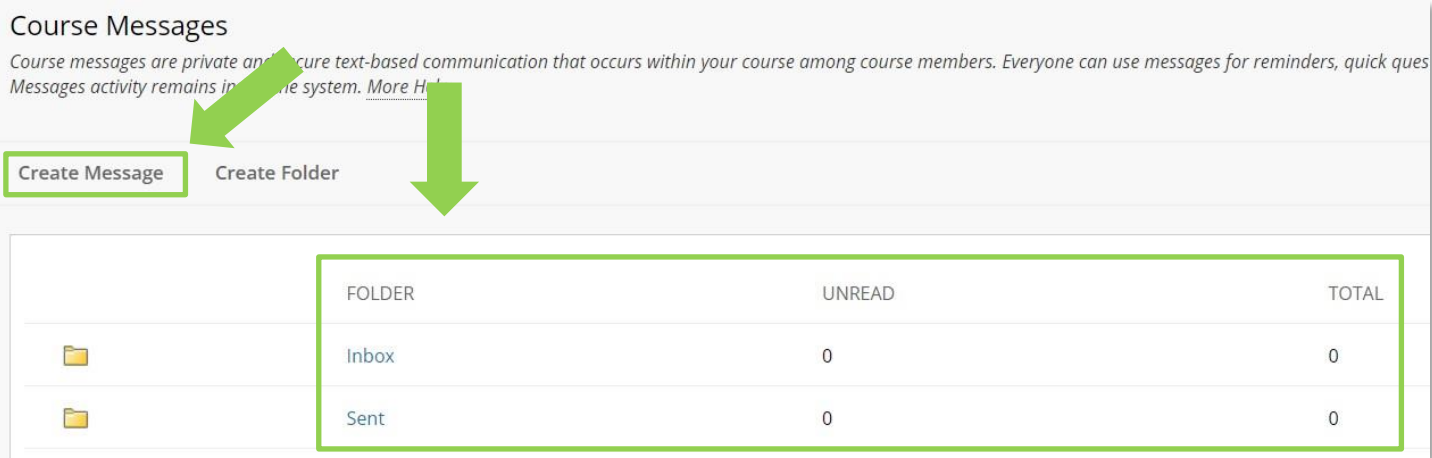


FIGURE 6