What is a message?

Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, you must be logged into the course to read and send messages.

Students are not notified if they receive a new message, so advise them to make routine checks for new messages. Both incoming and outgoing messages are saved in the Messages tool.

Messages are organized in folders, marked as Read or Unread, moved to other folders, or deleted. The Messages area has two folders, Inbox and Sent that cannot be deleted or renamed.

Creating Messages

1) Course Menu → Messages
2) Create Messages (or Inbox/Sent) →
3) Compose Message → Determine Recipients → Message → Submit

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