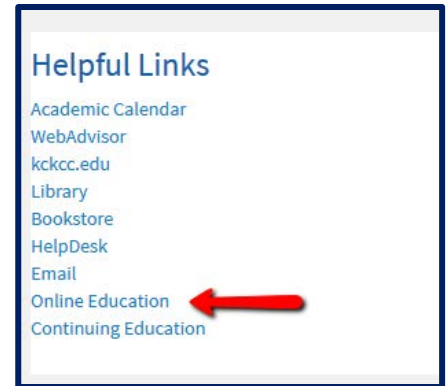


Creating and Using Course Messages

The Course Message Tool in Blackboard provides a secure environment for students and instructors to communicate in the Blackboard course shell.

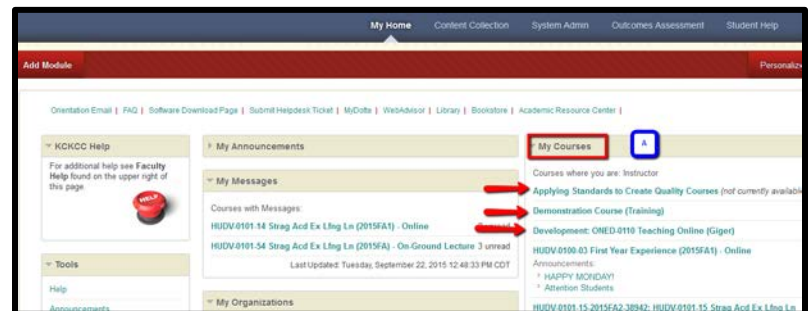
1. Go to the College Home Page
2. Select the link of Online Education



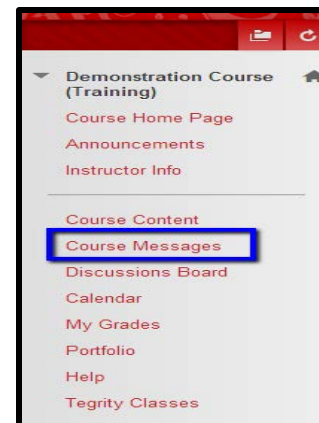
3. The light blue page is where you type in your student Id and Password. It is the same information used to login to college computer or check email.



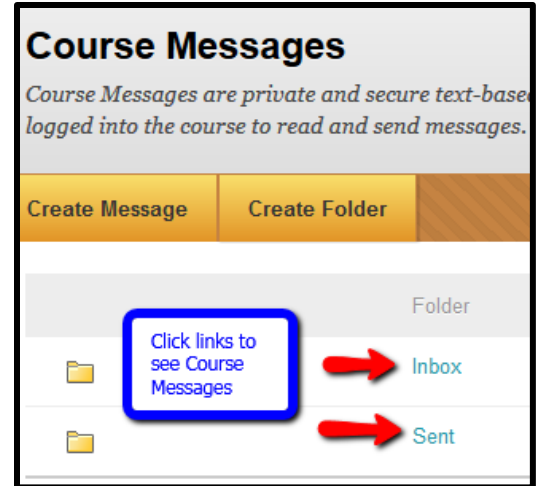
4. On the right side you will see a list of courses you are taking.
5. Click on the link to your Course.



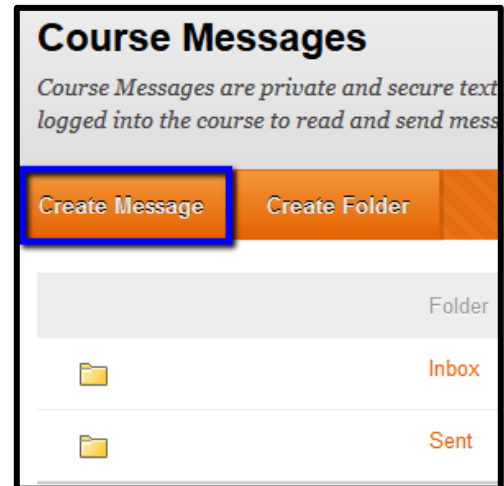
6. Left side of page click on Course Messages.



7. You are now in your Course Message System.
 - a. The **Inbox** link is where you will receive your Course Messages from you instructor or classmates
 - b. The **Sent** link is where the Course Messages you sent will stay.



8. To send a Course Message to instructor or classmates, click on **Create Message** outlined in blue outline.



9. To compose a message you will first need to select person or persons to send it to. **Select Recipients.**
 - a. Click on the person you want to send a message to.
 - b. Select click on arrow going to the box on the right.
10. Give Course Message a Subject.
11. Type message in the box below.
12. Click **Submit** at top or bottom.

