

Blackboard Help

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Course Messages

Note: Your instructor and institution control which tools are available.

The Blackboard Learn course messages tool provides you with a familiar, email-like environment that you can use for course communication. Accounts are created automatically for each member of the course, and messages are sent and received using that account. This provides additional privacy because external email addresses are not used. External factors will not affect course communication. Incorrect or out-of-date student email addresses will not affect course communication.

You cannot receive course messages outside your course. The **What's New** module on the **My Institution** tab and the course **Home Page** notifies you when you receive new course messages.

You can usually access course messages through the tools area of a course. However, your instructor can restrict access or create a link on the course menu so that course messages are directly accessible.

How to Create Course Messages

1. On the course menu, click **Tools**.
2. On the **Tools** page, click **Course Messages**.
3. On the **Course Messages** page, click **Create Message** on the action bar.
4. On the **Compose Message** page, click **To**, and a list of course members appears.
5. In the **Select Recipients: To** line box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the course message to those users that may be interested in the message, but are not the primary recipients. When using **Bcc**, other recipients do not know that the users listed in the **Bcc** field are receiving the message.

Tip: For Windows, to select multiple users in a row, press the Shift key and click the first and last names. To select users out of sequence, press the Ctrl key and click each name needed. For Macs, press the Command key instead of the Ctrl key. You can also select all course members with the **Select All** function.

6. Type a subject and message. Optionally, you can use the content editor to format the text.
7. Click **Browse** to select a file to attach to the message. If the message is a reply or a forward, you have the option of including the original attachment.

8. Click **Submit**.

Create Course Message Folders

If your institution allows, you can create personal folders to help organize your course messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. After a message appears, you can move it into a personal folder.

Reply to Course Messages

On the **View Message** page, click **Reply** on the action bar to compose a message to the sender or **Reply All** to reply to the sender and all other recipients of the message already populated in the **To:** field.

You can add other users to the message. The text of the message is already populated with the text of the original message. You can add additional text.

Forward Course Messages

On the **View Message** page, click **Forward** on the action bar. On the **Forward Message** page, select the recipients in the **Select Recipients: To** line box and click the right-pointing arrow to move them to the **Recipients** box.

Tip: For Windows, to select multiple users in a row, press the Shift key and click the first and last names. To select users out of sequence, press the Ctrl key and click each name needed. For Macs, press the Command key instead of the Ctrl key. You can also select all course members with the **Select All** function.

Move Course Messages

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so that they are easy to find later. Use the **Move Message** function to move messages from one folder to another. Messages cannot be moved to the **Sent** folder or the **Inbox** folder.

Delete Course Messages

You can delete messages you no longer need. Select the check box for each message and click **Delete** on the action bar. This action is final and irreversible.

Print Course Messages

On the **View Message** page, click **Print** on the action bar. The message is printed using the web browser's print settings.

Email

Note: Your instructor and institution control which tools are available.

The course email tool is a send-only tool. You can send messages from your course to course members' external email accounts without having to launch your external email program, such as Gmail or Yahoo. You can send emails to individual users or to groups of users.

Email you send from your course is received in the recipient's external email account, such as BobSmith@yahoo.com. Replies to these email messages go to the sender's external email account and are not sent to the course.

When you log in to your external email account, you receive both personal and course-related messages. Consider setting up a filter or message rule to easily group your course email into a single folder in your inbox.

Important: Blackboard Learn keeps no record of sent or received emails. When you receive or send an email, the email will appear in the Inbox of your external email client. Keep a copy of important messages in case you need them at a later date.

You can send email to the following users or groups in a course:

- **All Users:** Sends email to all users in the course.
- **All Groups:** Sends email to all of the groups in a specified course.
- **All Teaching Assistant Users:** Sends email to all of the Teaching Assistants in a specified course.
- **All Student Users:** Sends an email to all students in the course.
- **All Instructor Users:** Sends email to all of the instructors for a specified course.
- **Select Users:** Sends email to select users.
- **Select Groups:** Sends email to select groups.

Note: Recipients of each email will not see the email addresses of other recipients.

How to Send Email

You can access the email tool for all of your courses through the **Tools** panel on the **My Institution** tab. Your instructor can also add a link to the email tool directly to the course menu.

1. On the course menu, click **Tools**.
2. On the **Tools** page, click **Send Email**.
3. On the **Select Users** or **Select Groups** page, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection** and the selected users are no longer highlighted and those users that were not selected will be highlighted.

Tip: For Windows, to select multiple users in a list, press the Shift key and click the first and last users. To select users out of sequence, press the Ctrl key and click each user needed. For Macs,

use the Command key instead of the Ctrl key. You can also use the **Select All** function to send an email to all users.

4. Type your **Subject** and **Message**. A copy of the message is sent to the sender. A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.
5. Click **Attach a File** to browse for files from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
6. Click **Submit**.

Send Email

* Indicates a required field. Cancel Submit

1. Email Information

* To

Available to Select	Selected
Cooper, Ashby Durand, Porter Johnson, Ryan Scott, Sandra	

Invert Selection Select All Invert Selection Select All

From: Ryan Johnson (rjohnson@myschool.edu)

Subject: Interested in a study group?

Message

I have been interested in all the ideas on the discussion board. Wondering if we can meet on a regular basis for some study sessions?

Path: p Words:25

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

Troubleshooting

- UNM Learn uses your UNM-preferred email address for external email. By default, this will be your @unm.edu address. You can change this by going to <https://dss.unm.edu/>
- Email clients, such as Gmail or Yahoo, may identify email from Blackboard Learn as junk mail and either automatically delete the email or move it to a junk mail folder. If you have problems, check your user preferences or options for settings regarding the handling of junk email.

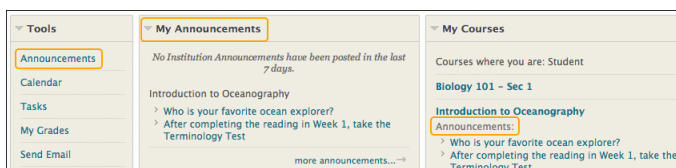
Announcements

Note: Your institution and instructor control which tools are available.

As a default module on the home page or **My Institution** tab, announcements are typically one of the first areas you see when accessing your courses. When you click an announcement link, you are taken to the main **Announcements** page.

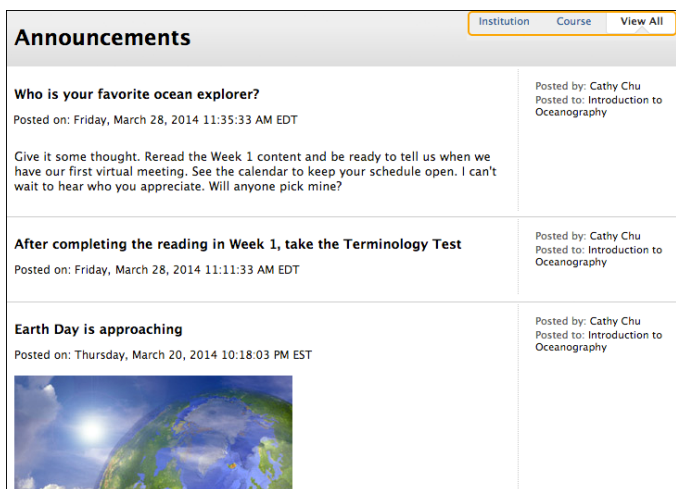
Access Announcements

You can access your announcements in the modules on the **My Institution** tab or on the course Home Page. Recent announcements appear as links.




The screenshot shows a navigation menu with three main sections: Tools, My Announcements, and My Courses. The 'My Announcements' section is highlighted and contains a message: 'No Institution Announcements have been posted in the last 7 days.' Below this, there are two announcements: 'Introduction to Oceanography' with a link to 'Who is your favorite ocean explorer?' and 'After completing the reading in Week 1, take the Terminology Test'. The 'My Courses' section is also highlighted and shows 'Courses where you are: Student' and 'Biology 101 - Sec 1'. Under 'Biology 101 - Sec 1', there is a link to 'Introduction to Oceanography' with an 'Announcements:' sub-link, followed by the same two announcements as in the 'My Announcements' section.

At the top of the page, you can filter your announcements by **Institution**, **Course**, and **View All**.



The screenshot shows the 'Announcements' page with three filter buttons at the top: 'Institution', 'Course', and 'View All'. The page displays three announcements:

- Who is your favorite ocean explorer?**
Posted on: Friday, March 28, 2014 11:35:33 AM EDT
Give it some thought. Reread the Week 1 content and be ready to tell us when we have our first virtual meeting. See the calendar to keep your schedule open. I can't wait to hear who you appreciate. Will anyone pick mine?
Posted by: Cathy Chu
Posted to: Introduction to Oceanography
- After completing the reading in Week 1, take the Terminology Test**
Posted on: Friday, March 28, 2014 11:11:33 AM EDT
Posted by: Cathy Chu
Posted to: Introduction to Oceanography
- Earth Day is approaching**
Posted on: Thursday, March 20, 2014 10:18:03 PM EST

Posted by: Cathy Chu
Posted to: Introduction to Oceanography