UNM LEARN
Learn Support: 505.277.0857
Toll Free: 1.877.688.8817
Inside Learn - Create A Support Ticket

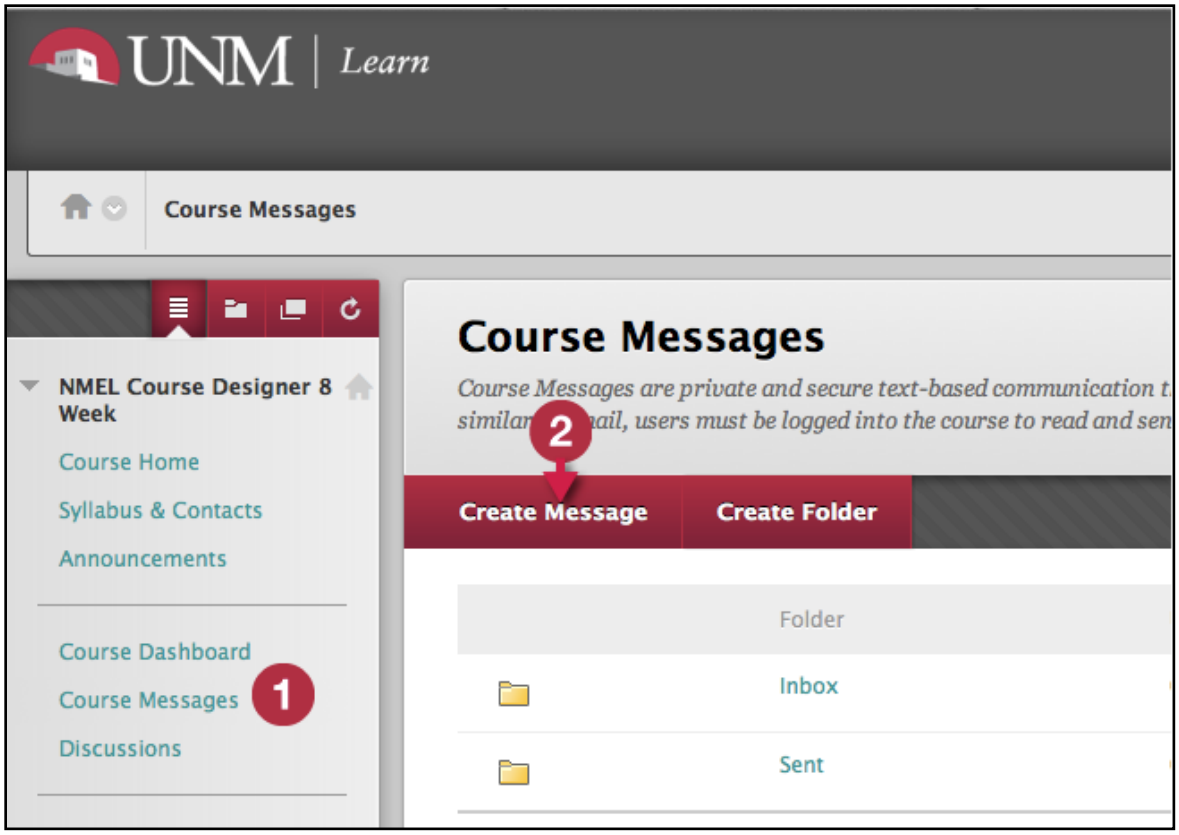
Communicating in Learn

Course Messages
Email
Announcements

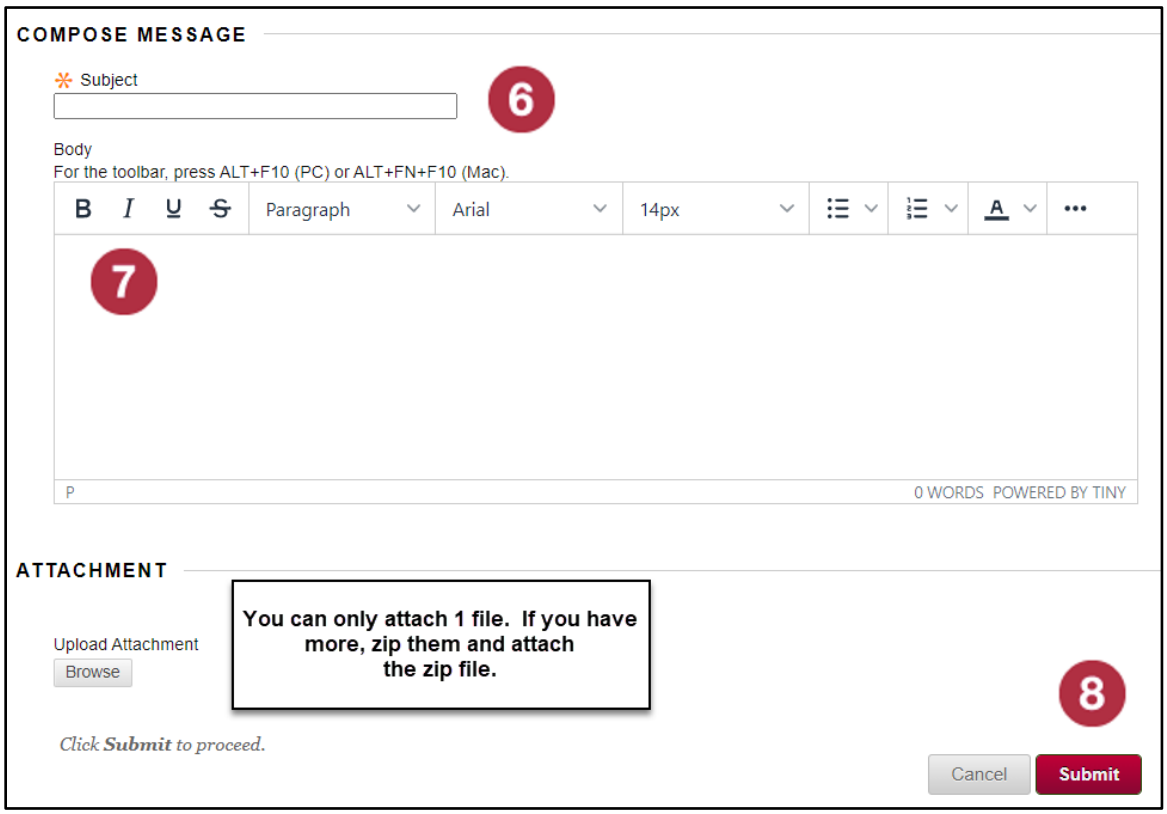
If you are not sure which tools your instructor wants you to use, be sure to ask them. Course Messages are initiated and always stay inside Learn. Email is initiated inside Learn, but then is carried on outside Learn, in the email programs used by students and instructors.

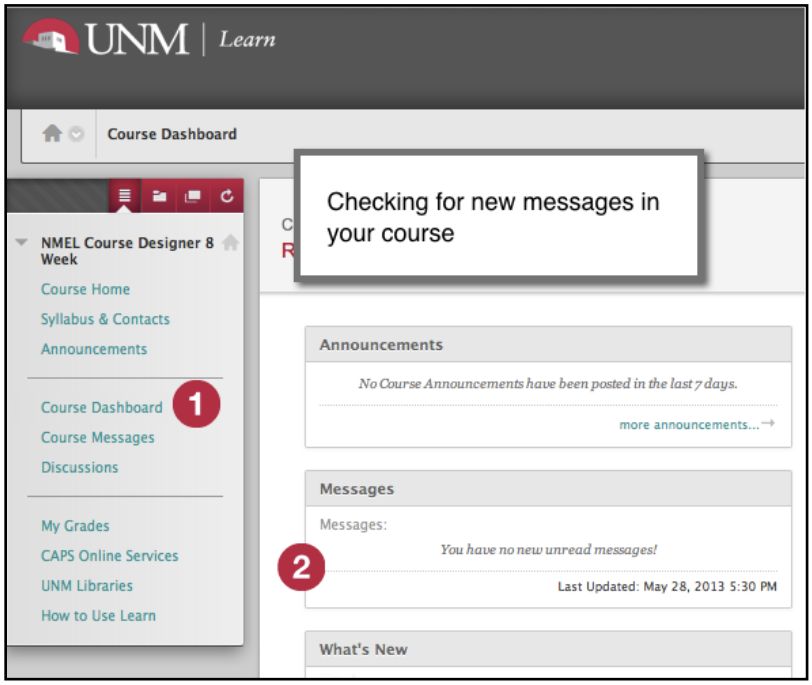
Announcements may be linked in several different places, and may also be deployed with an email component.

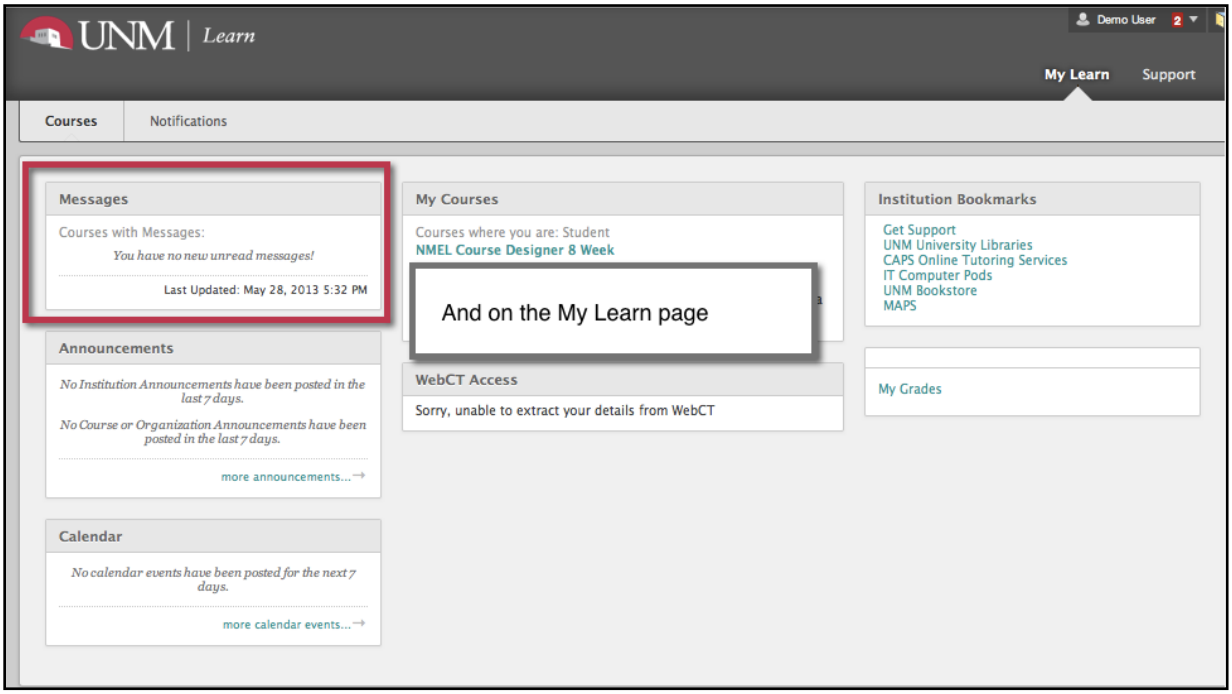
Course Messages



Compose Message
Course Messages are private and secure text-based communication that occurs within a Course and among Cou
similar to email, users must be logged into the Course to read and send Messages. More Help
* Indicates a required field.
3. Click "To"
4. Select the recipient
5. Click the arrow
1. Recipients
3
To
Select Recipients: To line
4
5
Recipients
Jane Erlandson (Instructor)
Invert Selection
Select All
Invert Selection
Select All


COMPOSE MESSAGE
* Subject
6
Body
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Paragraph
Arial
14px
7
P
0 WORDS POWERED BY TINY
ATTACHMENT
Upload Attachment
Browse
You can only attach 1 file. If you have more, zip them and attach the zip file.
8
Click Submit to proceed.
Cancel
Submit


UNM | Learn
Course Dashboard
Checking for new messages in your course
NMEL Course Designer 8 Week
Course Home
Syllabus & Contacts
Announcements
Course Dashboard
Course Messages
Discussions
My Grades
CAPS Online Services
UNM Libraries
How to Use Learn
1
2
Announcements
No Course Announcements have been posted in the last 7 days.
more announcements...
Messages
Messages:
You have no new unread messages!
Last Updated: May 28, 2013 5:30 PM
What's New

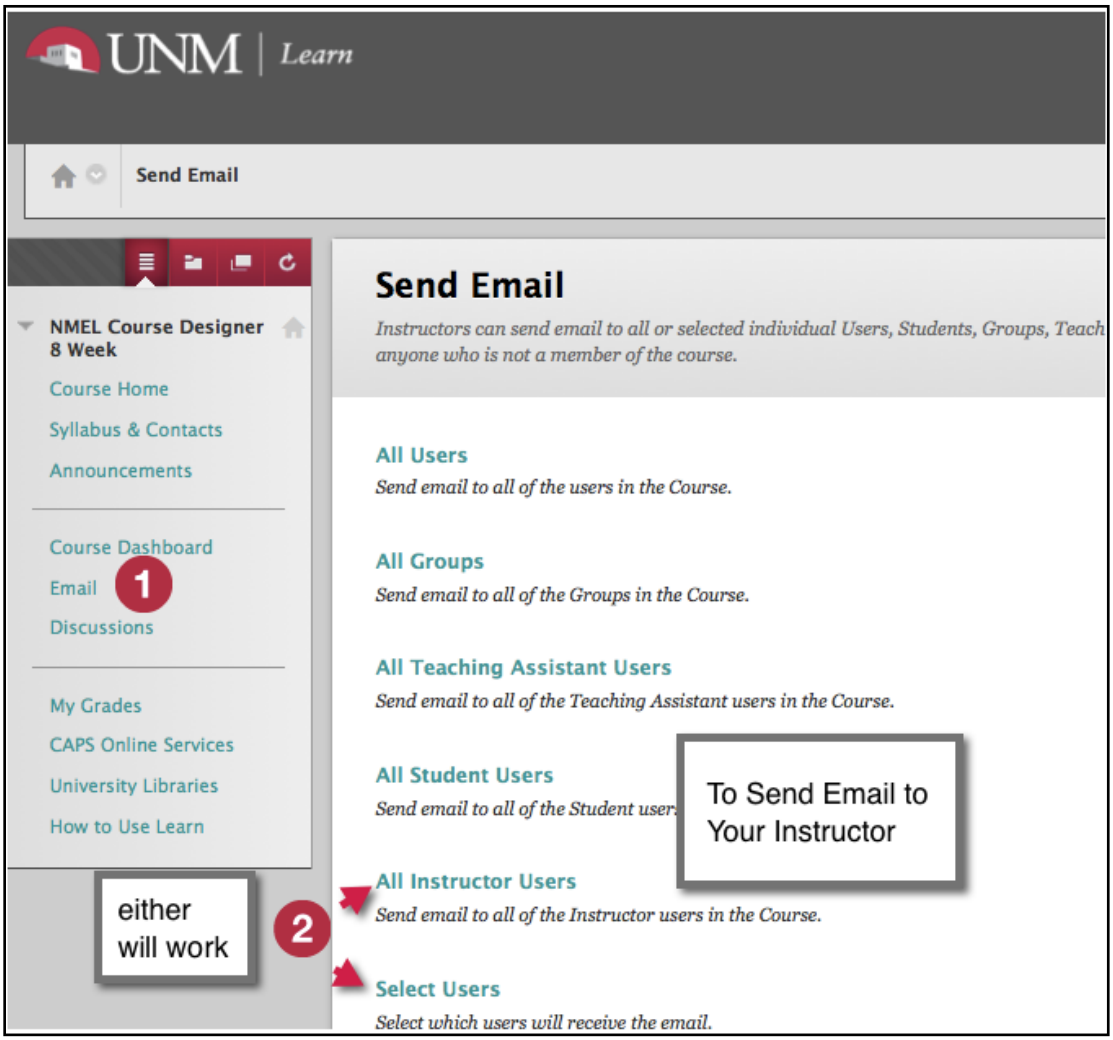

UNM | Learn
Demo User
My Learn
Support
Courses
Notifications
Messages
Courses with Messages:
You have no new unread messages!
Last Updated: May 28, 2013 5:32 PM
My Courses
Courses where you are: Student
NMEL Course Designer 8 Week
And on the My Learn page
Institution Bookmarks
Get Support
UNM University Libraries
CAPS Online Tutoring Services
IT Computer Pods
UNM Bookstore
MAPS
Announcements
No Institution Announcements have been posted in the last 7 days.
No Course or Organization Announcements have been posted in the last 7 days.
more announcements...
WebCT Access
Sorry, unable to extract your details from WebCT
My Grades
Calendar
No calendar events have been posted for the next 7 days.
more calendar events...

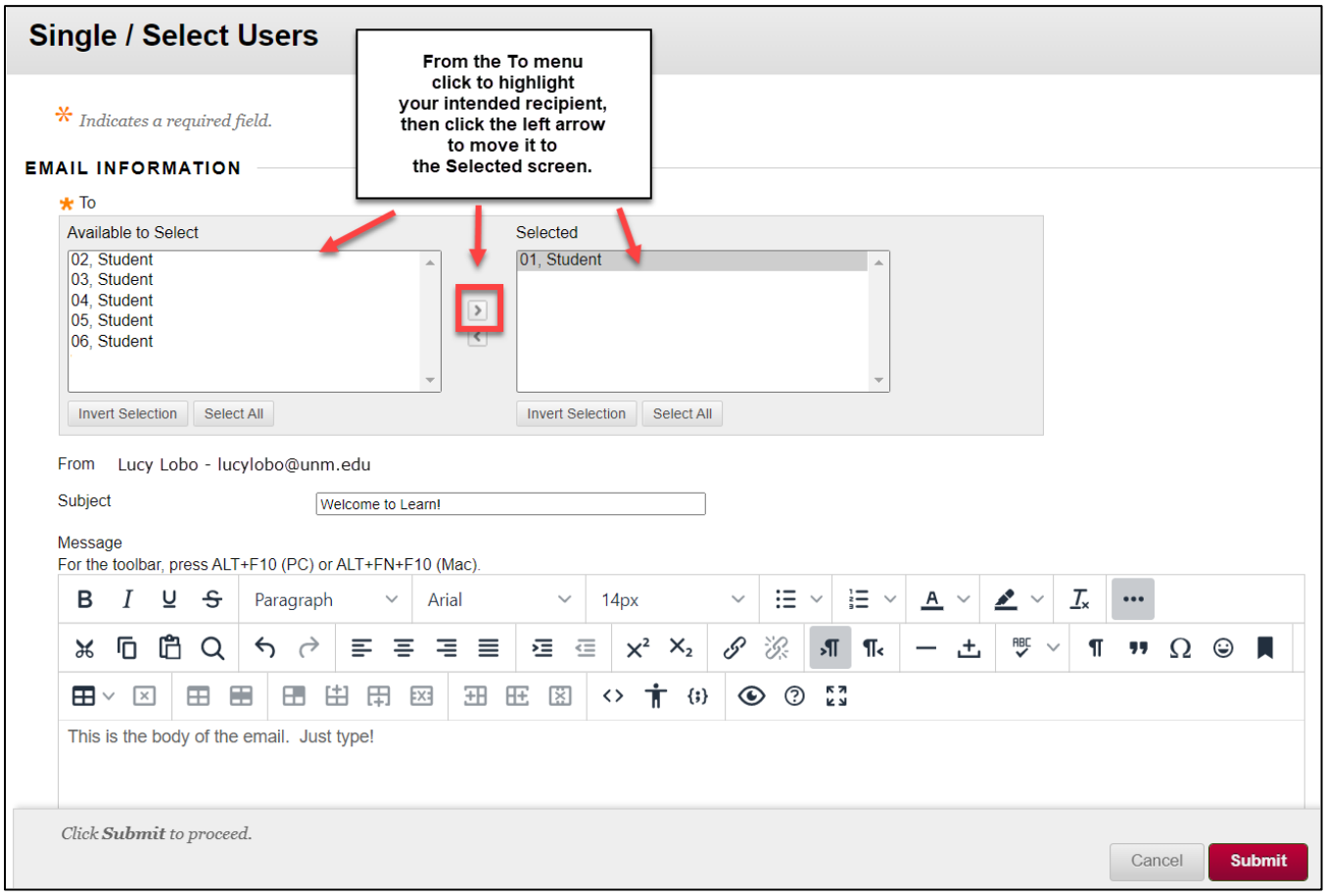
Email

Communications sent the Email tool do not appear in your UNM Learn course; they are sent "outside" Learn to your UNM preferred email address. You can access them through your favorite email program, or by using Lobomail through "the portal," my.unm.edu, or from the web at mylobomail.unm.edu.

If your instructor is using this tool, be sure to check your UNM-preferred email account regularly, or you may miss something important!

UNM-preferred email addresses for non-HSC students can be updated using DSS – Demographic Self Service.



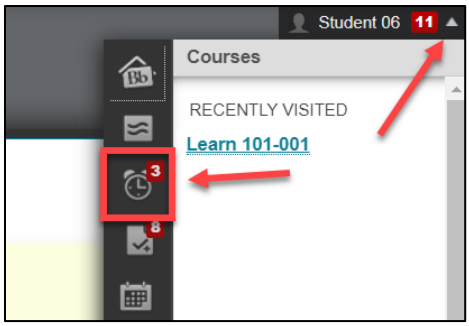


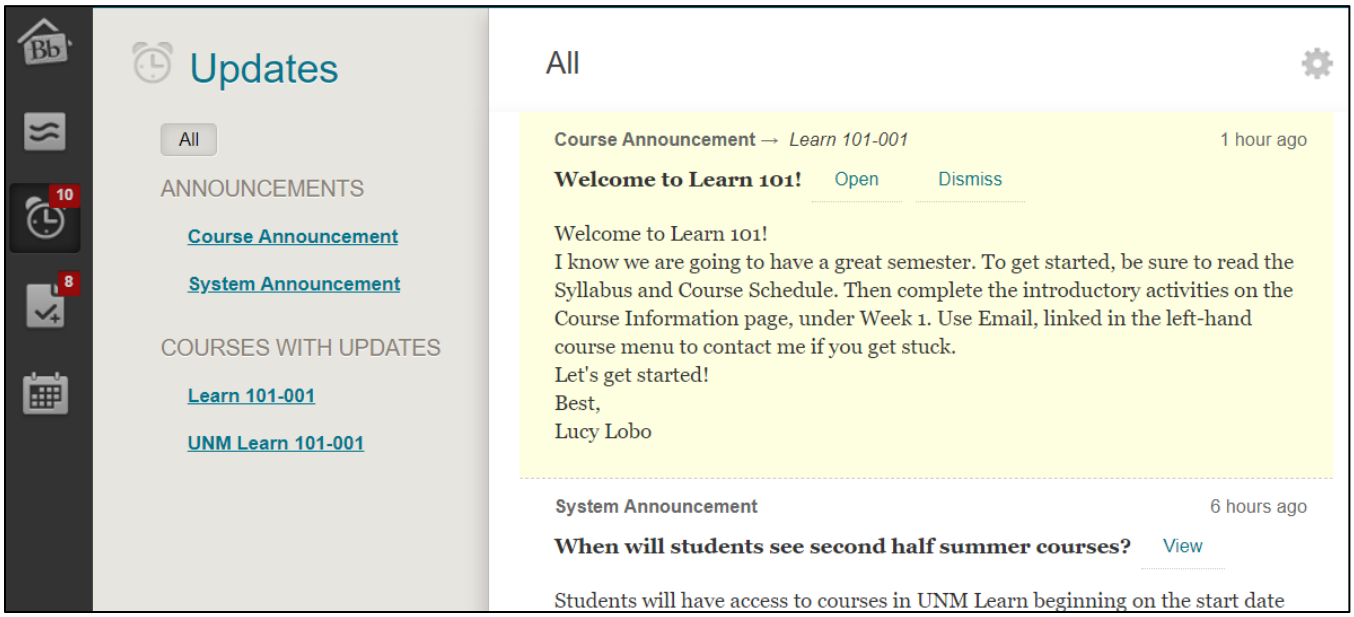
Again, if this is the communication tool in your course, all email will appear in your UNM-preferred email account – you must check that regularly.

Need to change where that email goes? Non-HSC students update it using DSS – Demographic Self Service.

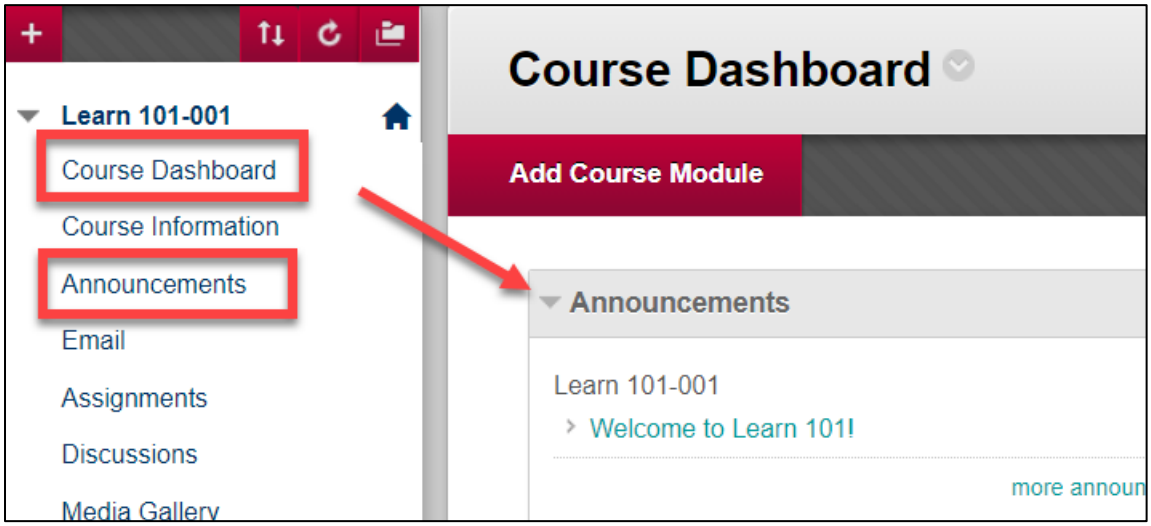
Announcements

Announcements are another popular tool instructors use to communicate with students. When you first log into Learn, you can access Announcements through the Global Navigation menu—very top right corner next to your name. Click the alarm clock icon.





Once you are inside a particular course, if you see a link for Course Dashboard in the left-hand navigation menu, it has a module dedicated to Announcements. There may also be an Announcements link in the left-hand course menu.



And finally, do check your email. Instructors can choose the option to send an announcement as an email when posting it in the class.