Messages (Course Messages)

Messages is a system internal to Blackboard so students and faculty must log in to Blackboard in order to view and send messages. *Note: This is not the same as Email.*

1. Click on the green **Communications and Tools** menu button in your course.

2. Select **Course Messages**.

3. Click **Create Message**.
4. Click **To** so that the students and instructor(s) names will display.

5. Select from the available options.

6. Enter a subject in the Subject box.
7. Type the message in the Message box.

8. Click **Submit**.

9. To reply to a course message, move cursor over **Reply** and select **Reply to Sender** or **Reply to All**.

10. Enter your message.

11. Click **Submit**.
Course Notifications

Course notifications are a way to inform teachers and students of what’s important in your classes i.e. due dates, assignment availability and announcements. You can set your classes to automatically send out bulk notifications via email.

1. In the upper right hand side from within Blackboard, click on the drop down arrow next to your name. Select **Edit Notification Settings**.

2. Click on **Courses I am taking** or **Courses I am teaching**.

3. Select the course you want to set notifications for by selecting the course then clicking the arrow button.
4. In *Settings*, select the items you want to have set for auto-notifications and what you want to have emailed. You will automatically receive and email for these items. *Note: Please be careful in selecting the options. Only check the notifications you would like to receive. Do not select all. If you select all, you will be swamped with the notifications. If you find the number of notifications overwhelming, you can go back and change these settings at any time.*

5. You can further customize how often you receive the notifications. In *Edit Notification Settings*, click on *Edit General Settings*.

6. Under *Email Settings*, select whether you would like to receive your email notifications as *Individual Messages* or *Daily Email Digest*.
   - **Individual Messages**: You will receive an email as each individual notification comes in.
   - **Daily Email Digest**: You will receive only one overall notification a day.
   - **Send Due Date Reminders**: You can also set an email reminder for a specific amount of days before the due date.