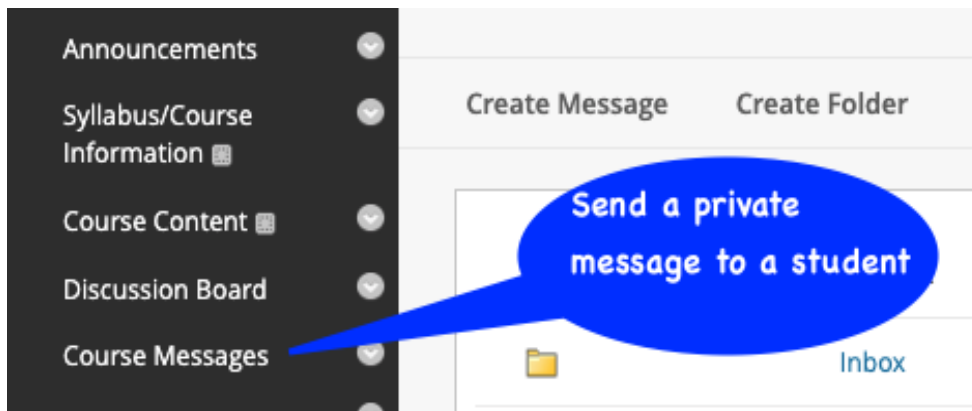


Course Messages and Email Tools

Blackboard offers two private course communication methods between students and instructors; the **Email** and **Course Messages** tools. The items below will provide more information on each tool, as well as the differences between each tool.

The Course Messages Tool

The Course Messages tab is located on the **Blackboard course menu**.





The **Course Messages** tool allows instructors to contain communication **within** the course site, and instructors and students can create and read messages **within** the course site. The **Course Messages** tool allows for instructors to keep course-related communication separate from their general email messages.

Course Messages

Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. [More Help](#)

Create Message Create Folder

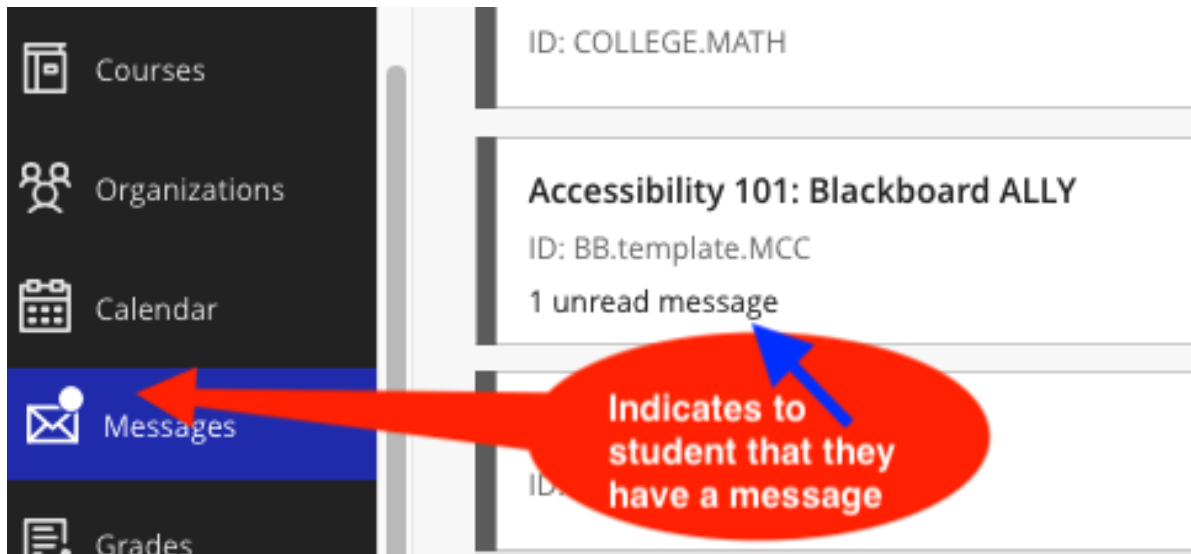
	FOLDER	UNREAD	TOTAL
	Inbox	0	0
	Sent	0	0

Benefits for Faculty

The **Course Messages** tool enables instructors to keep course-related communication separate from their general MCC email messages, and have a **permanent record** of all messages sent and received in the course.

Benefits for Students

The **Course Messages** tool enables students to easily read messages and communicate with their instructors and their peers without leaving Blackboard (Quality Matters Standard 6.3). Student can quickly access their course messages from the Ultra Base Navigation panel.



When and How

In introducing the tool to students, provide guidance regarding **etiquette expectations** (QM 1.3), provide specific requirements on **how regularly they should log in and check their course messages** and indicate your timeframe for responding to messages (QM 5.3).

The Send Email Tool

Benefits for Faculty

The **Email** tool enables instructors to easily email students without leaving Blackboard. Using the email tool in Blackboard allows the messages sent out to students' MCC email bearing the name and ID of your courses which help them easily identify the source of the emails. The email messages are **not stored** in Blackboard, thus enabling all users to instantly receive messages in their MCC email account. Be sure students are checking their MCC email address if choosing this option.

Benefits for Students

The Email tool enables students to easily email faculty and other students without leaving Blackboard (QM 6.3). The email messages are not stored in Blackboard, thus enabling all users to instantly receive messages in their MCC email account.

When and How

If this option is preferred, it is recommended that faculty add the Email tool to the course menu before the course begins. Label the tool with an easy-to-understand, self-describing, and meaningful name, “**Send Email**”. In introducing the tool to students, provide guidance regarding **etiquette expectations** (QM 1.3), and indicate your timeframe for responding to emails (QM 5.3).

Send Email

Send emails to others in your course without having to switch to your email provider.

All Users

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Co-Instructor Users

Send email to all of the Co-Instructor users in the Course.

All Student Users

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

All Observer Users

Send email to all Observer users in the Course.

Single / Select Users

Select which users will receive the email.

If you would like to discuss communication options within Bb, please contact the Office of Academic Technology & Distance Learning, Roxanne McCorry, mccorryr@middlesex.mass.edu or Daniela Loghin, loghind@middlesex.mass.edu
(Revised from the University of Toledo Online, Teaching & Learning Guides)