

AT A GLANCE: COURSE MESSAGES

WHAT ARE COURSES MESSAGES?

Course Messages provides you with a familiar-email like environment within Connect that you can use for course communication. Keeping all course-related communications within a private and secure tool in Connect, Course Messages is useful to keep organized and maintain an archive of your incoming and outgoing messages with participants enrolled in your course. Course Messages are not tied to email in any way – messages are sent and received strictly within Connect.

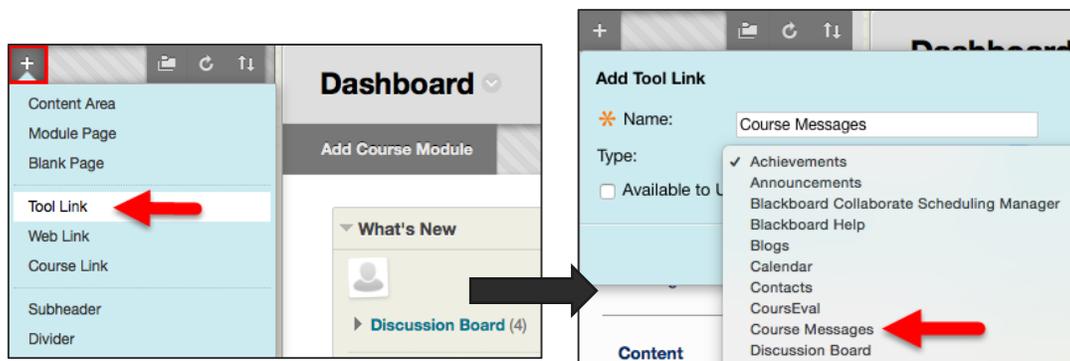
KEY FEATURES

- Both incoming and outgoing messages are all kept in one place under Course Messages, saved and archived if you would like to refer to them later in the course or beyond.
- You can message anyone in your course, individually, in groups or all at once. Course members can also send messages.
- New folders can be created for additional organization.
- You can attach a file to a message.

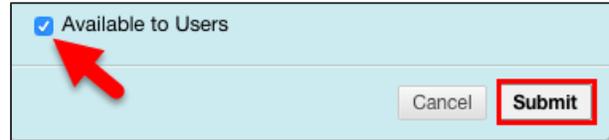
GETTING STARTED

Course Messages are not part of the Connect template in new Faculty of Education shells, but they can be added as a tool link on the left-hand menu of your course.

1. **Add Course Messages as a Tool Link.** Click on the plus (+) icon on the top left of the screen and select Tool Link. In the Add Tool Link pop-up menu, write Course Messages. In the Type section, select Course Messages.

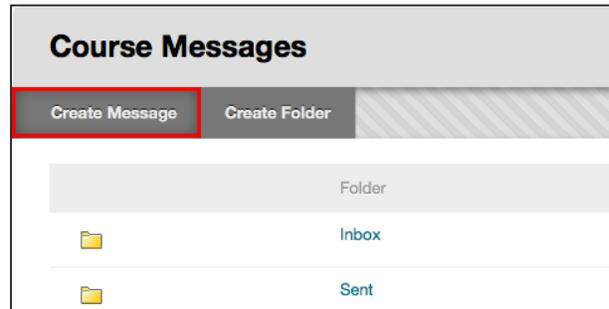


3. Check the "Available to Users" box to make the tool link visible to students. Click Submit to save your changes.



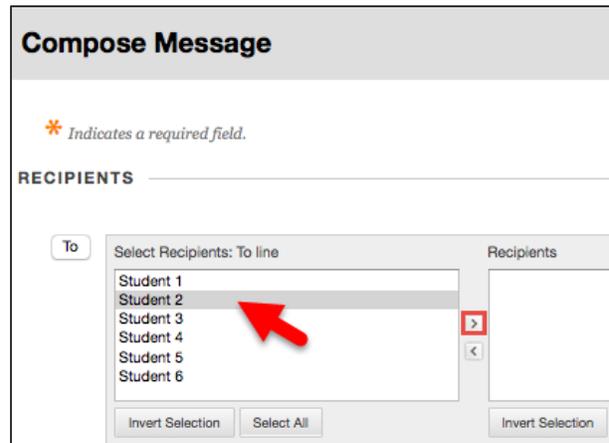
A light blue form with a checked checkbox labeled "Available to Users". A red arrow points to the checkbox. To the right are "Cancel" and "Submit" buttons, with "Submit" highlighted by a red box.

4. **Create a message.** From the Course Messages page, click Create Message to start drafting your message to selected course users or specific students. Messages received always appear in the Inbox folder first and messages sent always appear in the Sent folder.



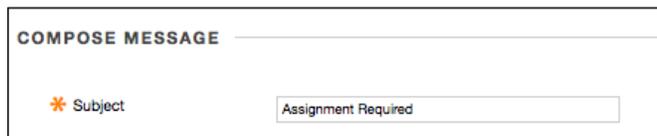
The "Course Messages" page header. Below the header are two tabs: "Create Message" (highlighted with a red box) and "Create Folder". Below the tabs is a table with columns for "Folder" and "Inbox" and "Sent".

5. On the **Compose Message** page, click **To**, and a list of course members appears. 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.



The "Compose Message" page. A note says "* Indicates a required field." Below is the "RECIPIENTS" section. On the left is a "To" button. In the center is a "Select Recipients: To line" box containing a list of students (Student 1 to Student 6). A red arrow points to the list. On the right is a "Recipients" box. Below the list are "Invert Selection" and "Select All" buttons. Below the recipients box is an "Invert Selection" button.

6. **Type a subject and message.** Optionally, you can use the content editor to format the text.



The "COMPOSE MESSAGE" form. It has a required field for "Subject" with the text "Assignment Required" entered.

7. Under Attachment, click Browse to select a file to attach to the message.



The "ATTACHMENT" section. It has an "Upload Attachment" label and a "Browse" button.

8. Click **Submit** to send your message.



A close-up of the "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box and a red arrow points to it.