

Messages Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

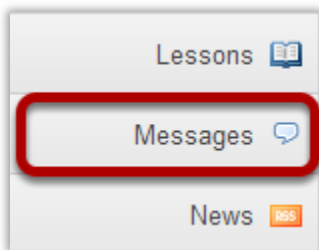
- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Messages tool?

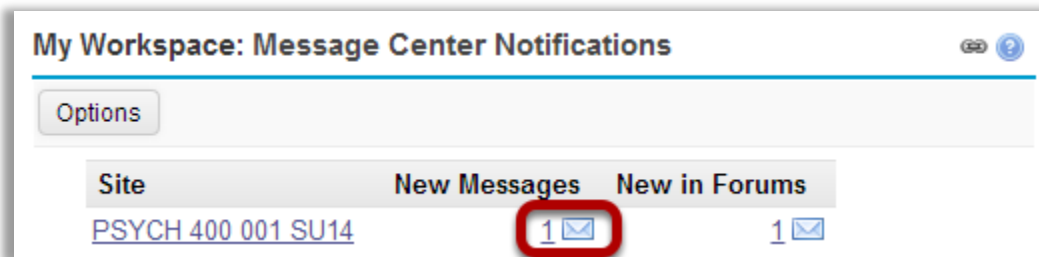
The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

To access this tool, select **Messages** from the Tool Menu in your site.



Or, go to Messages directly from your Message Center Notification links.



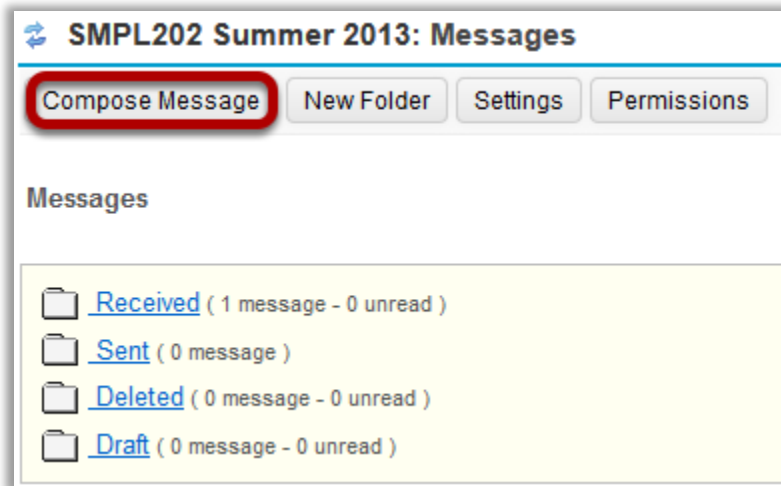
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

How do I send a message?

Go to Messages.

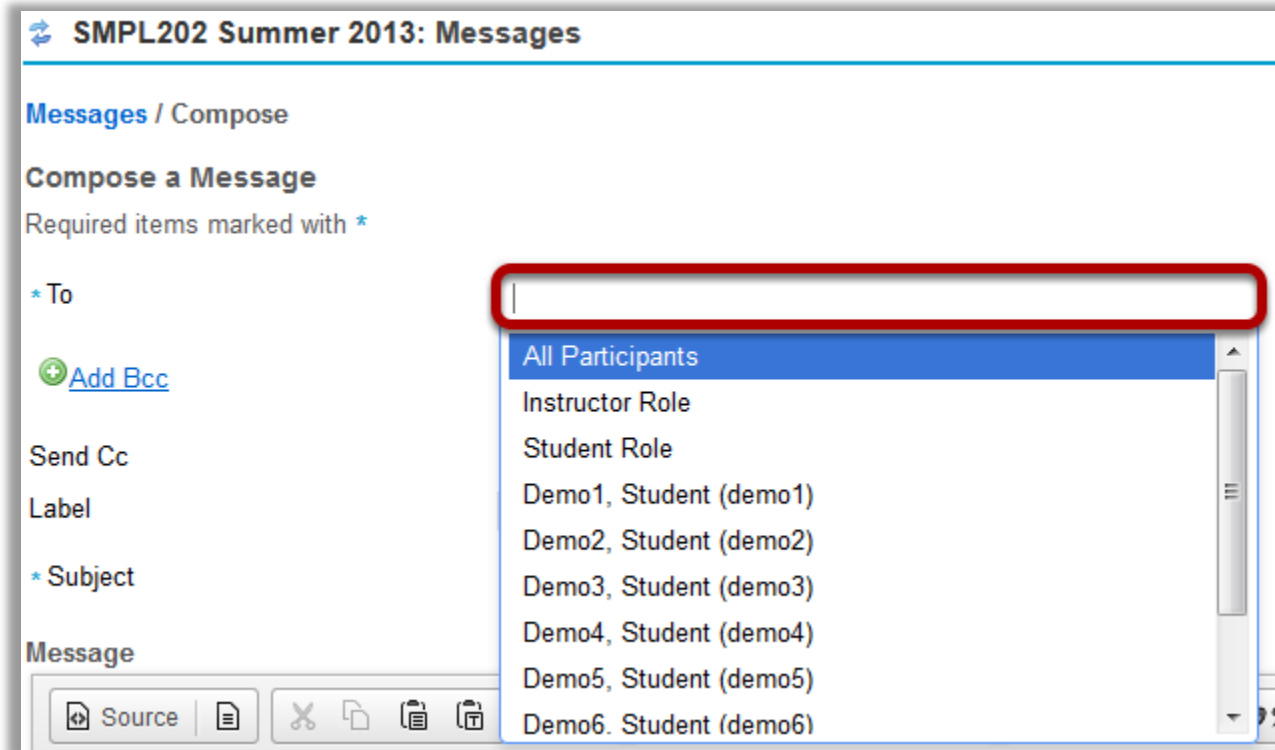
Select the **Messages** tool from the Tool Menu in your site.

Click Compose Message.



Select **Compose Message** from the options at the top of the tool.

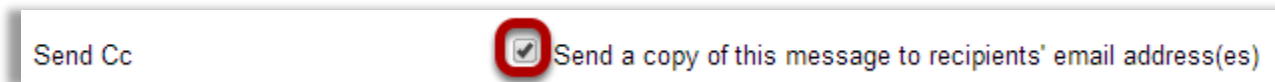
Address your message.



Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

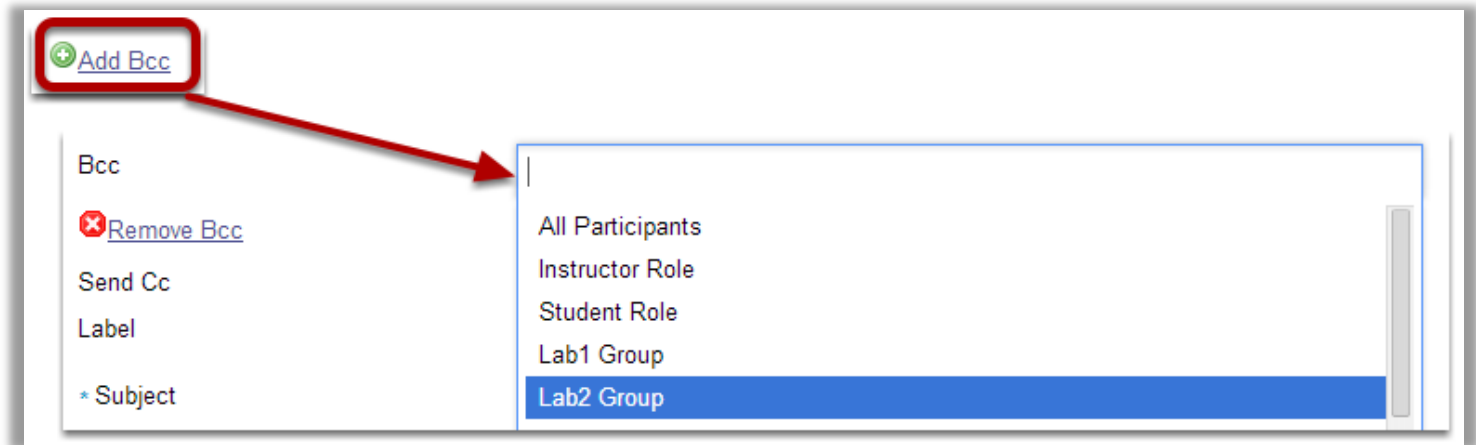
Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".

Send Cc. (Optional)



If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Add Bcc. (Optional)



If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Apply a label.



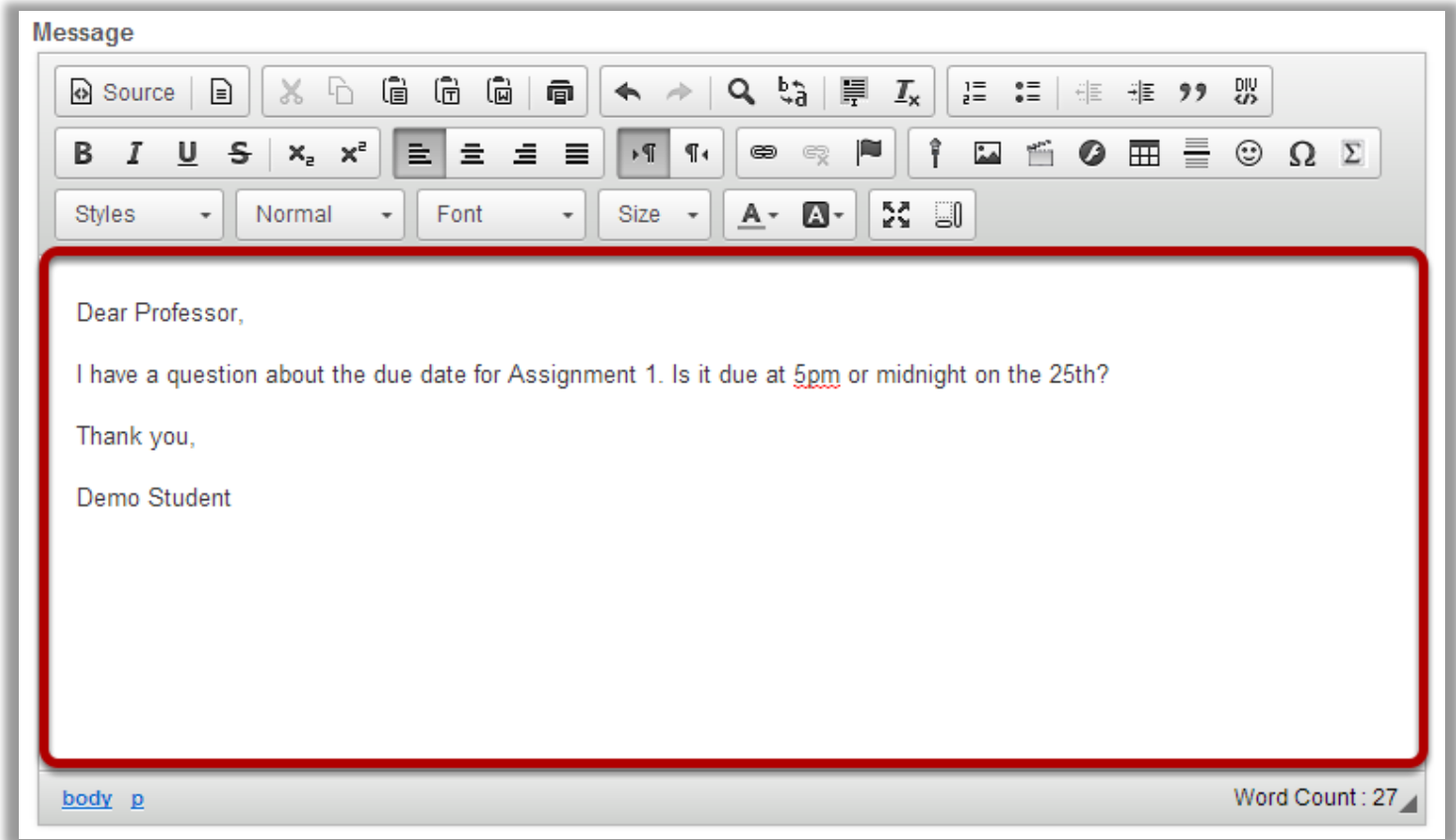
You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

Enter a subject.



Click the **Subject** field. Type the subject for your message.

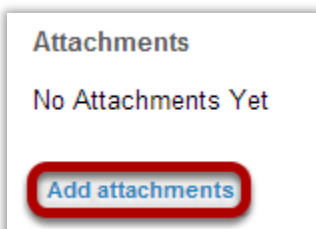
Enter a message.



Type your message into the Message box.

Tip: There are a variety of tools within the rich text editor to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)



If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

Send the message.



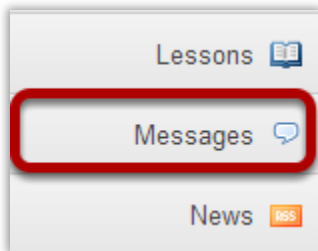
Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*

How do I reply to a message?

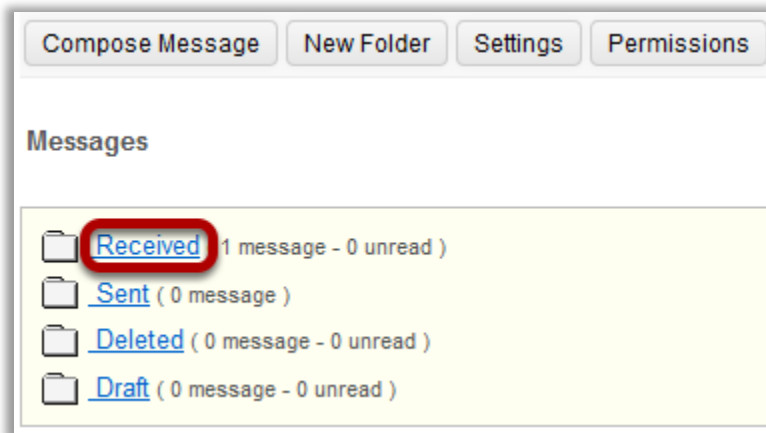
The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.



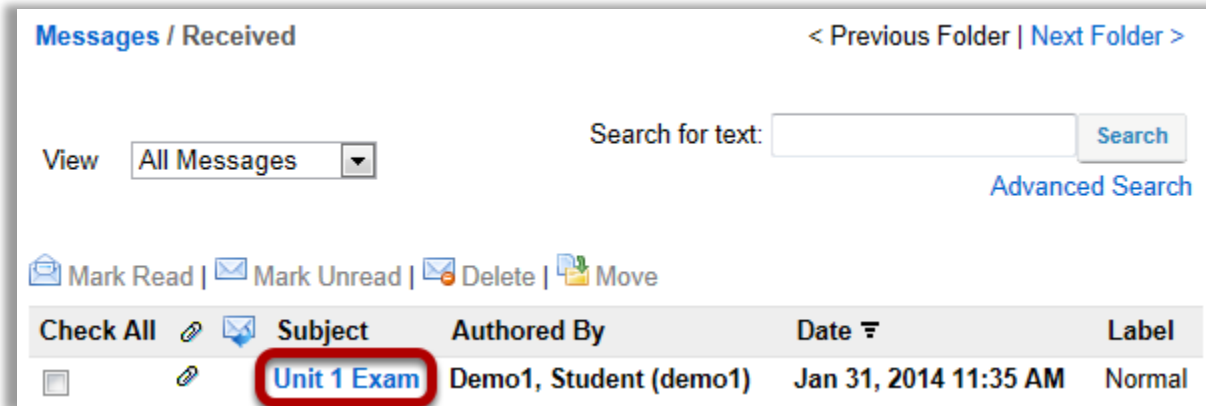
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



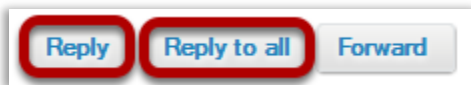
Select the **Received** folder to view a list of your received messages.

Open the message.



Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

Choose Reply or Reply to all.



Select **Reply** to reply to the author of the original message. Select **Reply to all** to reply to all parties included on the original message.

Compose the message and send.



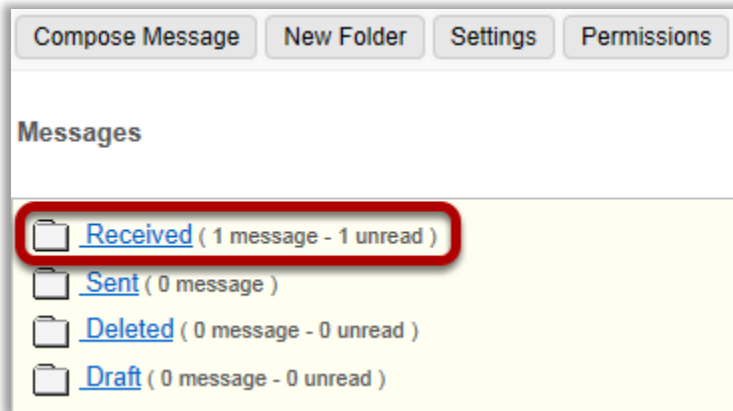
Compose the message and select **Send**. For instruction on composing a message, view the article **How do I send a message?**

How do I view my messages?

Go to Messages.

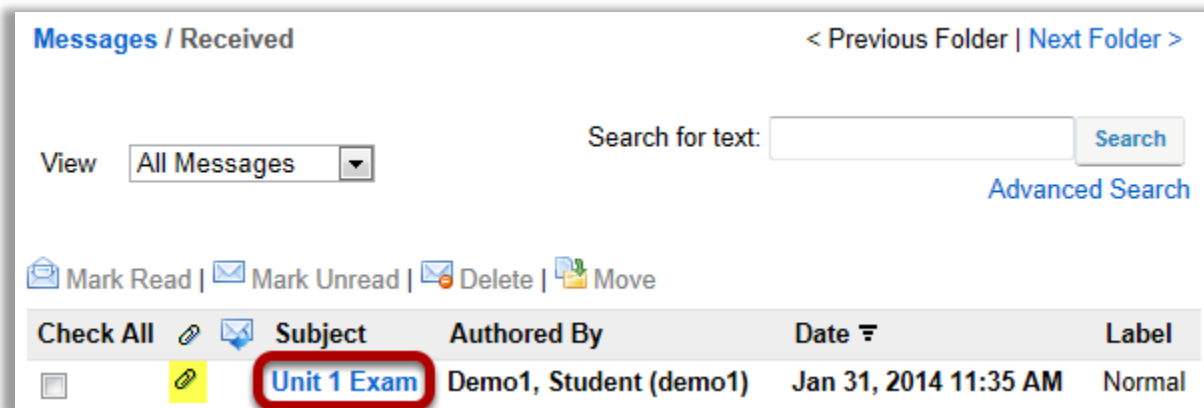
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



Select the **Received** folder to view a list of your received messages.

Open the message.



New messages will appear in bold text. Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.


Note: The paperclip icon next to the message indicates that there is a file attached.

View the message.

Messages / Received / Unit 1 Exam < Previous Message | Next Message >

[Reply](#)
[Reply to all](#)
[Forward](#)

[Move to folder](#)
[Delete](#)




Authored By Demo1, Student (demo1) (Jan 31, 2014 11:35 AM)

To Instructor Role

Subject Unit 1 Exam

Label Normal

Attachments  [Exam 1.docx](#)

Dear Professor,

Thank you for your encouraging comments on my Unit 1 Exam.

Sincerely,

Student Demo1

[Reply](#)
[Reply to all](#)
[Forward](#)

[Move to folder](#)
[Delete](#)

The contents of the message will appear. The following options will also be available to you:

- **Reply.** Select **Reply** to reply to the original sender with a message of your own.
- **Reply to all.** Select **Reply to all** to reply to the original sender and any other course members included on the message.
- **Forward.** Select **Forward** to forward the message to another member of the course.
- **Move to folder.** Select **Move to folder** to move the message from one folder to another.
- **Delete.** Select **Delete** to delete the message.
- **Open an attachment.** Select the file name to open an attachment. In this case, **Exam 1.docx** is selected.

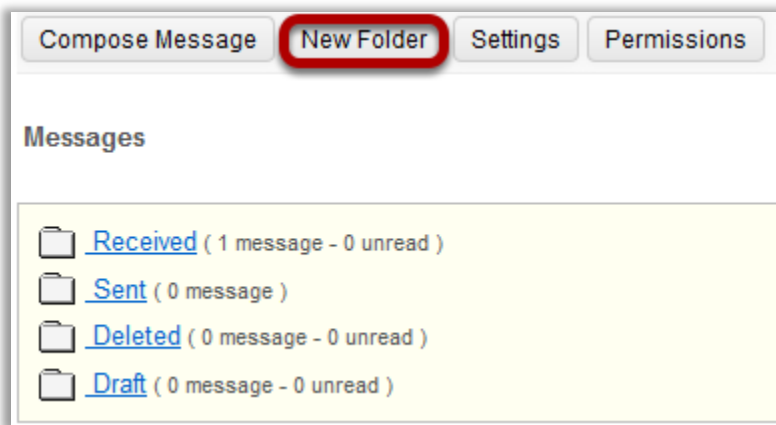
How do I create a Messages folder?

Folders can be created within the Messages tool to aid in organization.

Go to Messages.

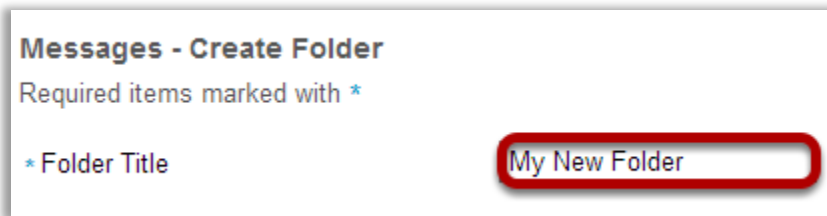
Select the **Messages** tool from the Tool Menu in your site.

Go to New Folder.



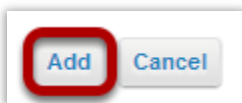
Select the **New Folder** button.

Enter a folder title.



Enter a title into the **Folder Title** field and select the **Add** button.

Click Add.



View the new folder in your list of message folders.



The new folder will appear at the bottom of your list of message folders.

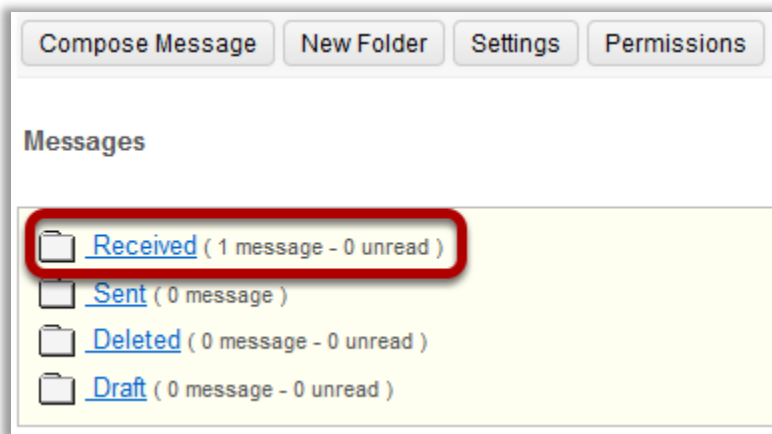
How do I delete a message?

A message can be deleted if it is no longer needed.

Go to Messages.

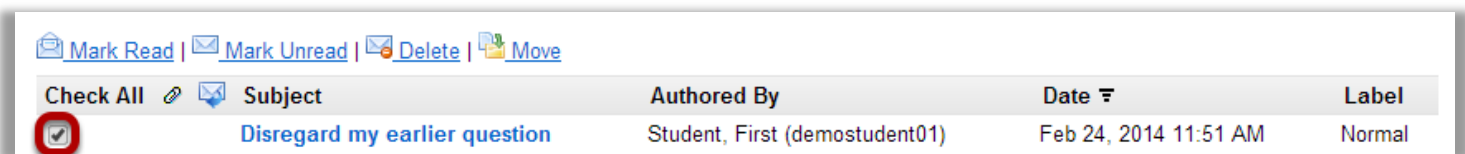
Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be deleted.



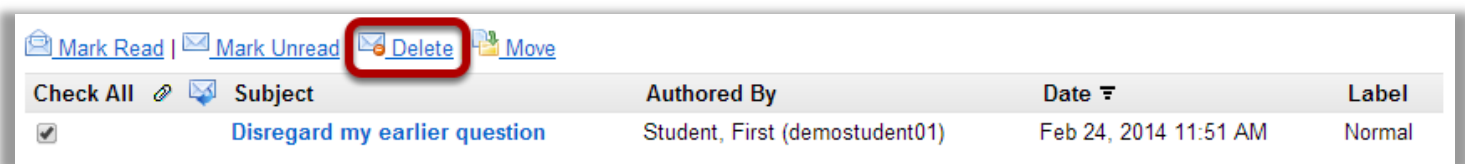
Select the folder name of the folder containing the message to be deleted.

Select the message.

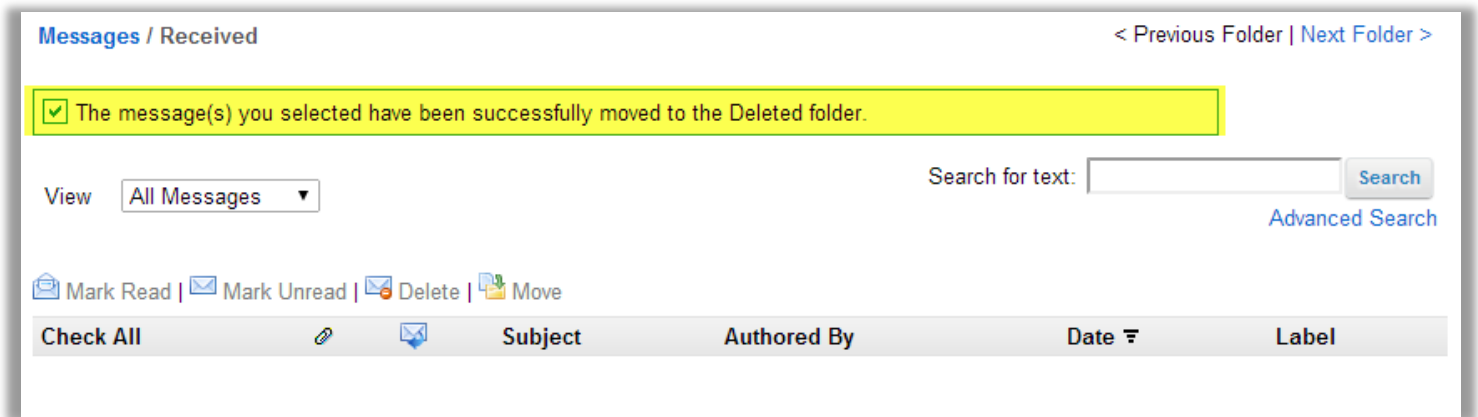


Select the checkbox to the left of the message to be deleted.

Click Delete.



Confirmation message.



You will receive a confirmation message once your message has been deleted. Deleted messages are move to the **Deleted** folder.

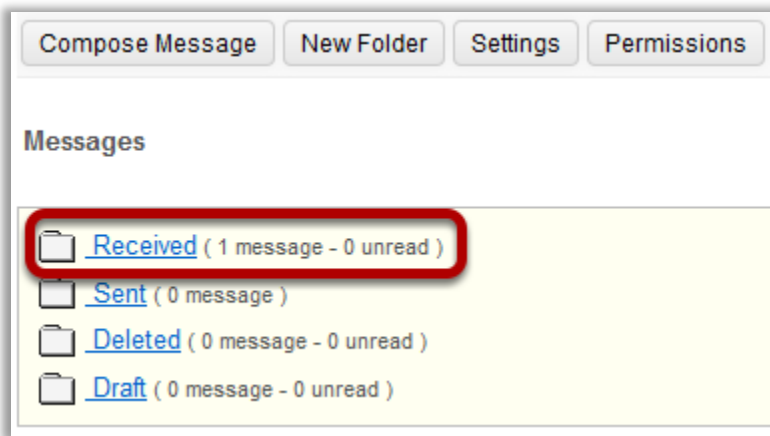
How do I move a message?

A message can be moved from one folder to another for organizational purposes.

Go to Messages.

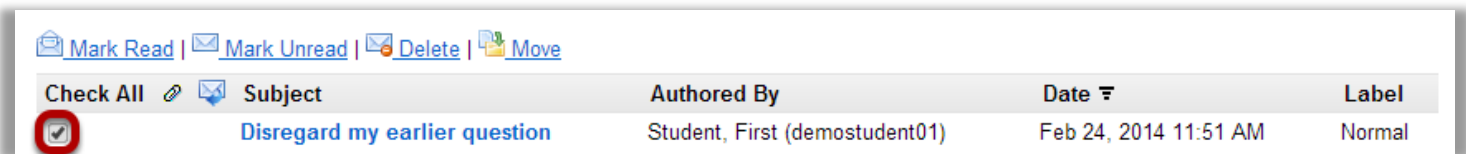
Select the **Messages** tool from the Tool Menu in your site.

Open the folder containing the message to be moved.



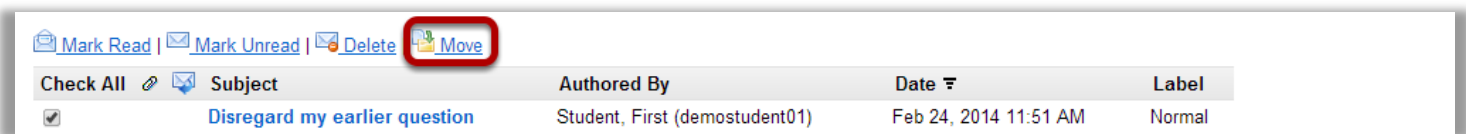
Select the folder name of the folder containing the message to be moved.

Select the message.

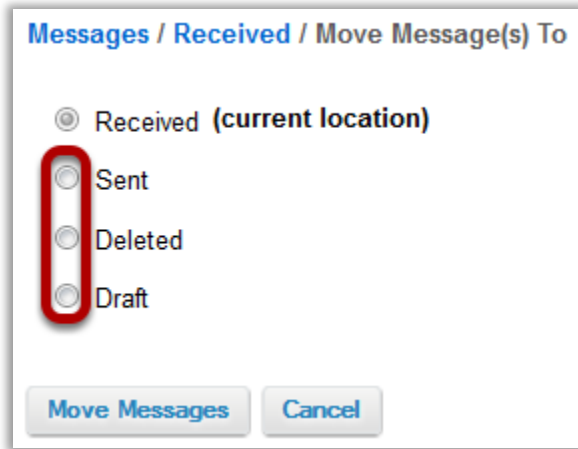


Select the checkbox to the left of the message to be moved.

Click Move.

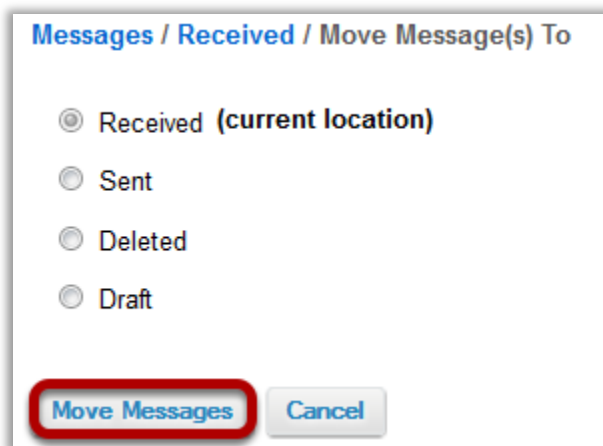


Select the new folder for the message.



Select the folder where you would like the message to be moved.

Click Move Messages.



Select **Move Messages** to complete the move.