Sending a Message Directly to a Student

Using Course Messages

A Course Message in Blackboard is similar to an email, however, it requires the student to log into Blackboard to be able to see the message. Course Messages also allows you to keep track of your sent messages.

Send a Course Message

1. Navigate to https://blackboard.towson.edu and log in
2. Enter your course with the student you wish to send a message to
3. On the left hand panel, under Course Management, expand Course Tools
4. Select Course Messages
5. Click Create Message
6. To add someone in the "To" field, select To
7. If you would like to add someone to the CC or BCC list, click on that option respectively
8. Find the name of the student(s) to send the message to and click on their name. You can select multiple names by holding Ctrl down on the keyboard while clicking names.
9. Select the Right arrow in the middle to move the name(s) over to the Recipients list
10. Scroll down and enter your Subject and Message
11. Click Submit

To View the Sent or Received Messages

1. Navigate to https://blackboard.towson.edu and log in
2. Enter your course with the student you wish to send a message to
3. On the left hand panel, under Course Management, expand Course Tools
4. Select Course Messages
5. Select Sent to see all messages you’ve sent within a course
6. Select Inbox to see all messages you’ve received within a course