
Blackboard

Communication

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