

Blackboard Getting Started Guide

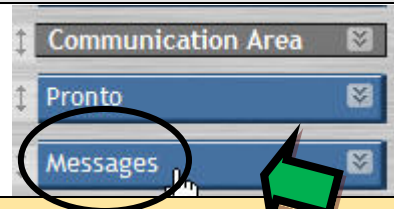
Use this guide to help you better understand how your online class works.

Communication Tools: Message Center

In TVS classes you communicate with your teacher via the class's "Messages" center. It is not email but looks and feels similar to email. You can only communicate with other students and the instructor of the class you are enrolled. This is a privacy issue. **Be warned the teacher and TVS administrator has access to all messages you send and receive.** Do not send a message to anyone in the class that you do not want them to read. **If an inappropriate message is sent, your school will be notified and you could be expelled from the class.**

Step 1: How to Use the Message Center



To access your messages, open the Messages button located within the Communications Area of your course.



Messages

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

[Create Message](#) [Create Folder](#)

	Folder	Unread	Total
	Inbox	0	1
	Sent	0	0

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)



Once open you will see the following:

- Two brown buttons: [Create Message](#) and [Create Folder](#)
- **Inbox** – area where you receive messages
- **Sent** – area where the messages you have sent are stored for future reference

Step 2: How to Read a Message

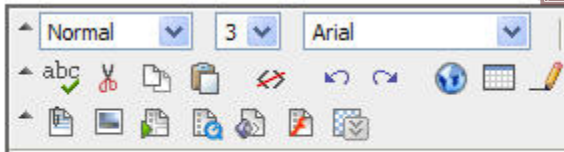
Folder	Unread	Total
Inbox	1	2

1. First, **select the "Inbox"** underlined link. You know if you have new messages by looking at the **"Unread"** message count that is to the link's right. You can also see how many **"Total"** messages you have in your Inbox.
2. Next, **open the Underlined** link under showing the Subject of the Message. This will open the message so that you can read it and reply to it.

<input type="checkbox"/>		Status	Sender	Subject
<input type="checkbox"/>			Linda Gillis	Welcome to World Geography

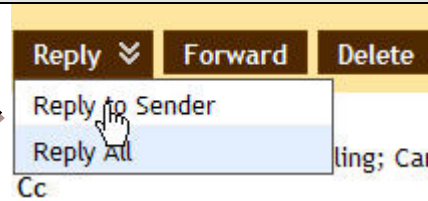
Step 3: How to Reply to a Message

When responding to a message, select from the Reply drop down menu **"Reply to Sender"**.



Type in your reply here...

When it is ready to send...you must select the submit button.



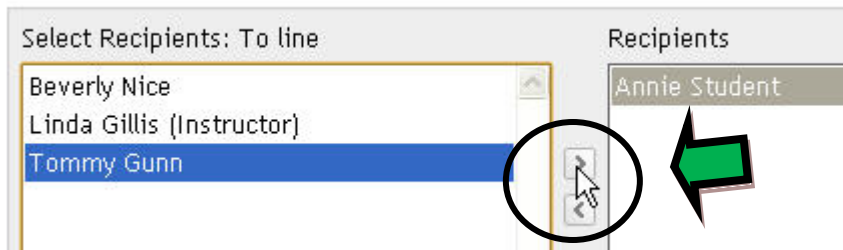
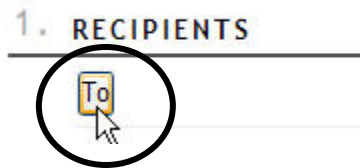
If there are multiple receivers of this message, such as a team of students who are working on a group project, you can reply to all of them at the same time by selecting **"Reply All"**.

Step 4: How to Send a Message



When you want to send your instructor a message do the following:

- Select the **Create a Message** brown button
- Next select the participants who you wish to send a message, you will need to pick the **"To"** button to view a list of class participants and move them over to the Recipients side.



Step 5: How to Organize your Messages

You can keep all of your messages organized into categories by doing the following:

1. Open the **"Create Folder"** button



2. Give the folder a name
3. And **Submit**
4. A new folder will show up when you open your message center. You can move all messages out of your Inbox into the folder you created.



Hint: It is always an excellent idea to keep messages from instructor in a separate folder.

Step 6: How to Reply to a Message

If you wish to reply to a message do the following:

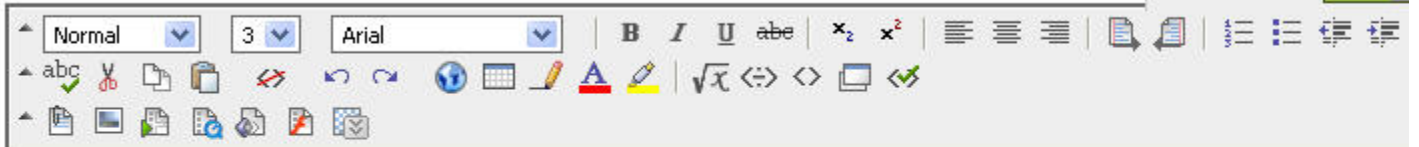
- Select **“Reply to Sender”** in the Reply drop down menu



- Next put your cursor in front of the **“----Original Message----”** area and **press Enter on your Keyboard.** This will lower the original message and give you room to type in your reply above the sent message.
- **Type in your Reply and Submit**

Body

Visual Editor is: **ON**



Adam,

I looked it over and really like the ideas you submitted. Can we schedule a time to discuss our next step? Annie

Step 7: How to Move a Message to a Folder

- **Open** the message you wish to move
- **Select** the **Move** button
- **Select the Folder** you wish to move the message
- **Submit**



From Annie Student
To Annie Student