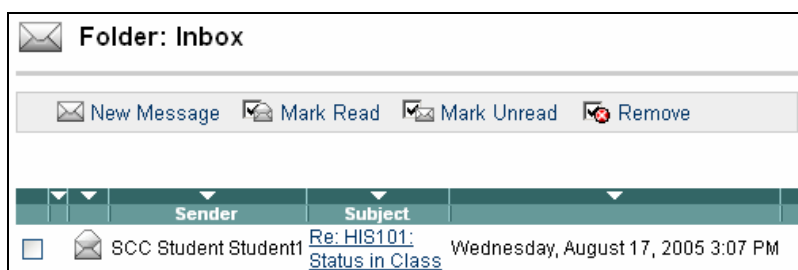





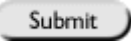
# Blackboard Quick Reference Guide

## Using Internal Messaging



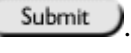
Blackboard has an internal messaging feature that allows you as an instructor to communicate privately to students in your course. The tool is similar to email, yet it only works within that specific course. But it's useful if you want the convenience of keeping correspondence between yourself and students contained within the Blackboard course.



### Sending Messages

- Step 1:** From the Control Panel, click **Messages**.
- Step 2:** Click .
- Step 3:** Click **To** in order to select the student name(s).
- Step 4:** Determine any carbon copy (CC) or blind carbon copy (BCC) recipients.
- Step 5:** Enter the **Subject** and **Body** of the message.
- Step 6:** Click .
- Step 7:** Click **Sent** folder to confirm the message was sent.

### Receiving and Replying to Messages

- Step 1:** Click **Inbox** folder.
- Step 2:** Click the *Subject* line of the message to view.
- Step 3:** Click  and insert your reply.  
 For contextual reasons, leave the original message from the student in the Body. Encourage your students to do likewise when they are replying to your messages.
- Step 4:** Click .
- Step 5:** Click **Sent** folder to confirm the message was sent.