



Sending and Receiving Messages in Blackboard⁹

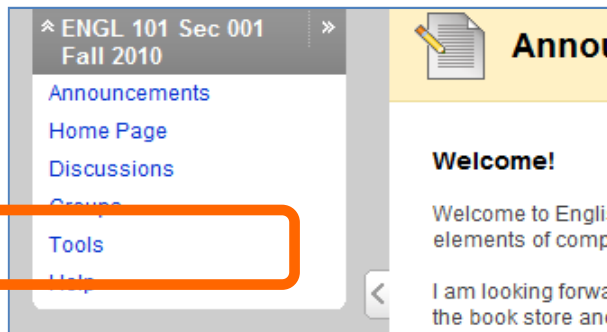
You are probably already familiar with checking your Coppin email box for important announcements from Coppin State University. Your professors can also make use of a communication method within Blackboard, to send messages to students in the class. One benefit is that you won't lose these messages in your email inbox – they are tied to the Blackboard course site. The steps below will show you how to check your Blackboard messages for a particular course, and send messages.

Log in to Blackboard

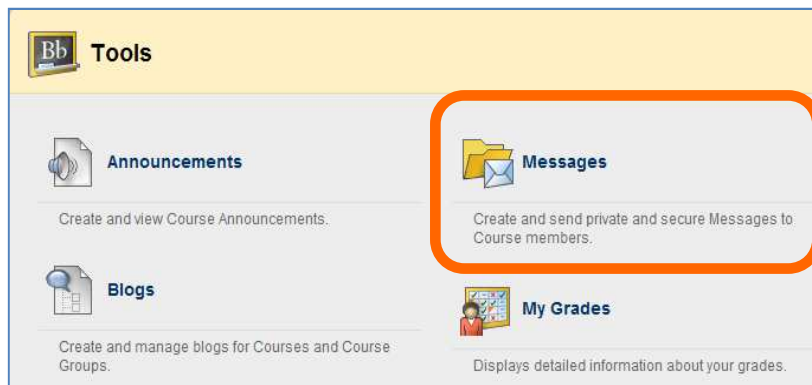
1. Log in to Blackboard <http://eaglebb.coppin.edu>
2. Go into your course site.

Check your Blackboard messages inbox


3. Click the **Tools** link.



4. Click the **Messages** link.



5. Click the **Inbox**.


 **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](#)

Folder	Unread	Total
Inbox	1	1
Sent	0	0

6. To read a message, click the **Subject**. (in the example above, the subject line is Question about Chapter 2)

 **Folder:Inbox**

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[Create Message](#)

Mark Delete

<input type="checkbox"/>	@	Status	Sender	Subject	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abby Byrnes	Question about Chapter 2	Thursday, September 23, 2010 4:26 PM

Mark Delete

Blackboard messages are like email – you have options to Reply (to the sender), Reply All (to everyone who got the email message), Forward the email, and create a New Message. These messages will only be in Blackboard, not in your regular Coppin mailbox.

 **View Message**

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[Reply](#) [Forward](#) [Delete](#) [Print](#)

From xxxxxxxx
To xxxxxxxx
Sent Thursday, September 23, 2010 4:26 PM
Subject Question about Chapter 2

Hi Professor,

I was confused about the last section in chapter 2. Could I stop by and ask you some questions during office hours?

Thanks,
Your student

Send a Message

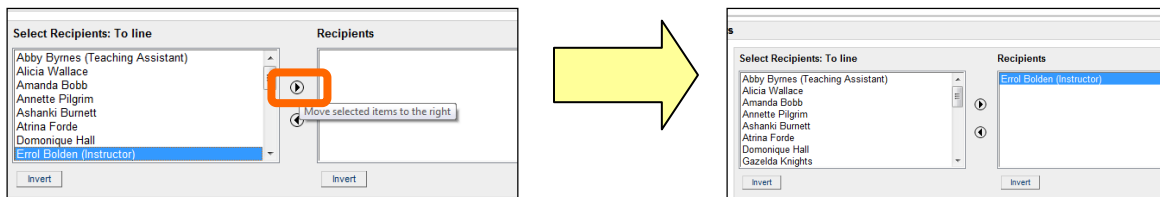
7. Click the **Create Message** button. 

8. Click the **To** button to select members of the class who will receive the message.



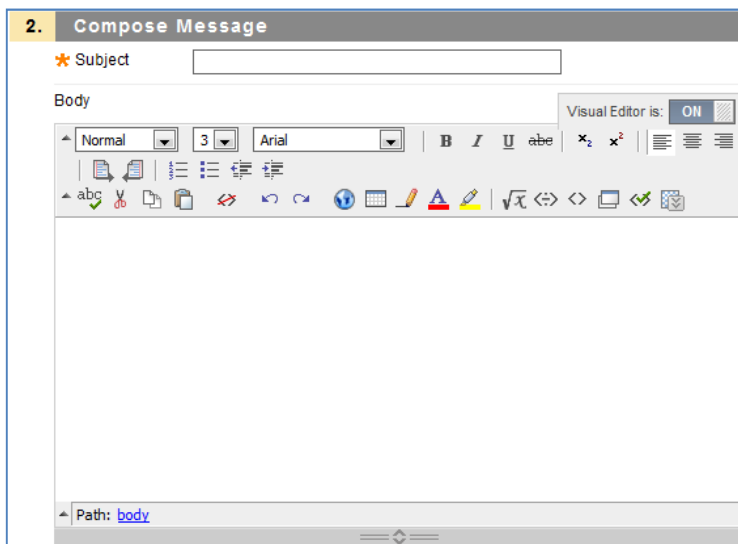
You will see a list of the members of the class. All students are listed, as well as the Instructor(s) and Teaching Assistant(s).

9. Click the person's name in the "Select Recipients: To line" list on the left, and then click the arrow to place their names in the Recipients list on the right



You will see the person's name listed in the Recipients list on the right. You can repeat this process to add additional members to the Recipients list.

10. Scroll down to the **Compose Message** section.



11. Type a subject in the **Subject** field.
12. Type your message in the **Body** field.
13. When you are ready to send your message, click **Submit**.

The recipient(s) will be able to check the Blackboard messages Inbox for this class to see your message.

TIP: Each course has a separate Blackboard messages Inbox. If you are enrolled in more than one class at Coppin, be sure to go to each course site in Blackboard, and check the Messages for each course site.

Where to get help - Students

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872
- Tipsheets for students on the IT Student Service Center (help desk) web site:
<http://www.coppin.edu/ITSSC/>

Where to get help - Faculty

- On campus HelpDesk for faculty and staff:
410-951-3888
- Faculty training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>