Sending and Receiving Messages in Blackboard

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.

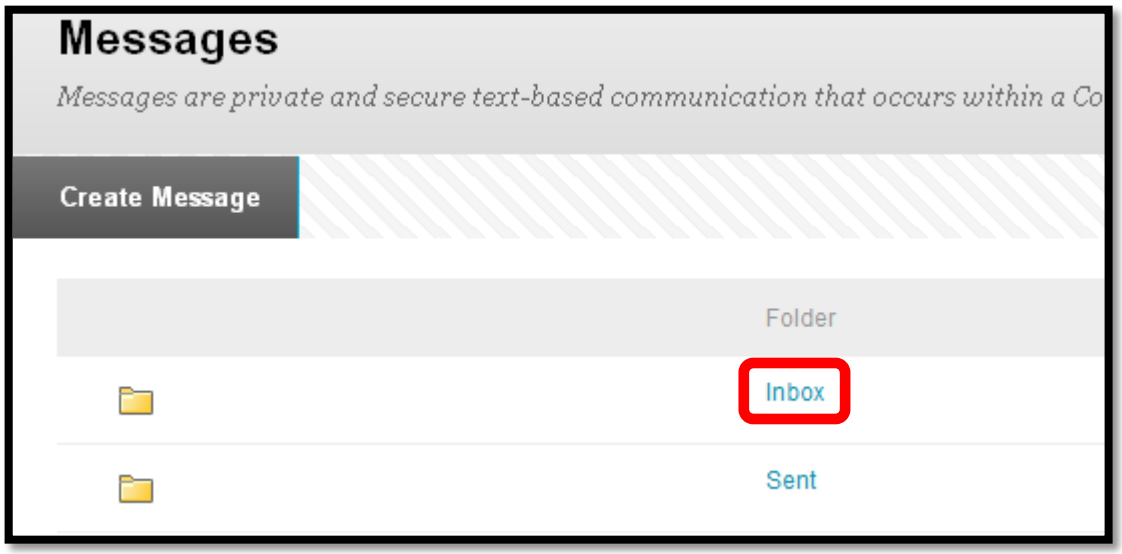
1. Log in to Blackboard http://eaglebb.coppin.edu

2. Go into your course site.

Check your Blackboard messages inbox

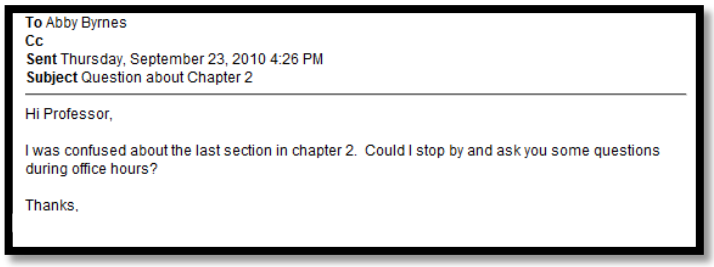
3. Click the **Tools** link. Then click the **Messages** link.

4. Click the **Inbox**.

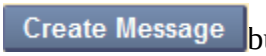


5. To read a message, click the **Subject**. (in the example above, the subject line is Question about Chapter 2)

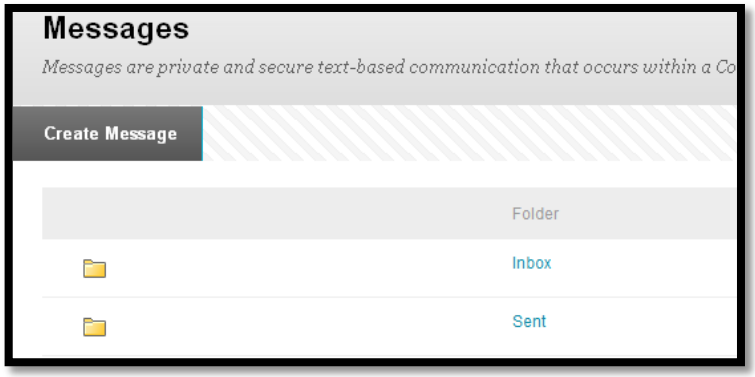
Blackboard messages are like email – you have options to Reply (to the sender), Reply All (to everyone who got the email message), Forward the email, and create a New Message. These messages will only be in Blackboard, not in your regular Coppin emailbox.



Send a Message

6. Click the 

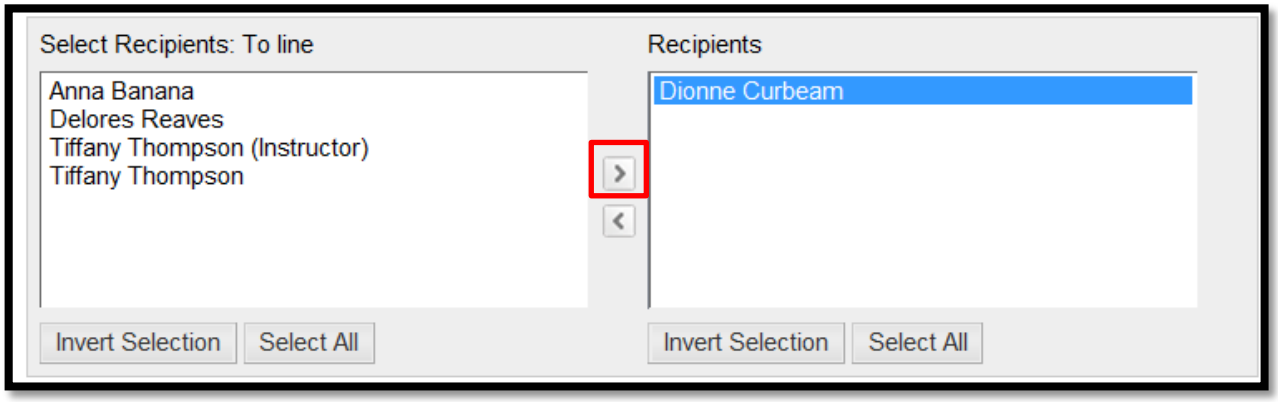
button.



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

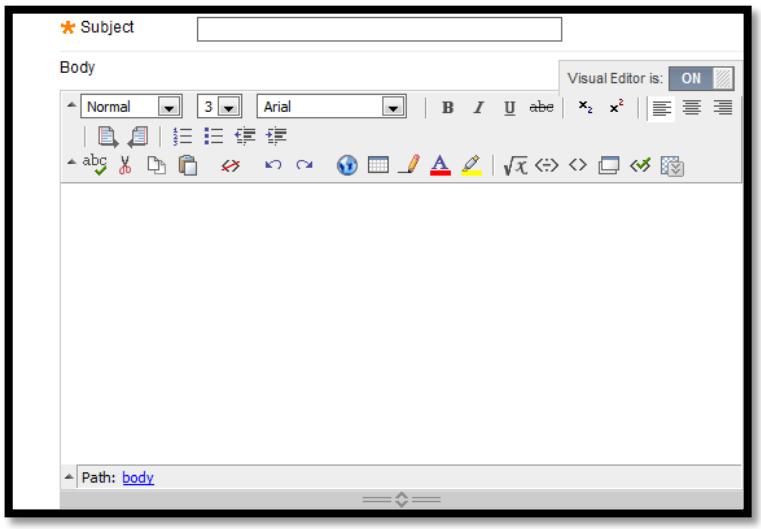
You will see a list of the members of the class. All students are listed, as well as the Instructor(s) and Teaching Assistant(s).

8. 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.

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



10. Type a subject in the **Subject** field.

11. Type your message in the **Body** field.

12. 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: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**