

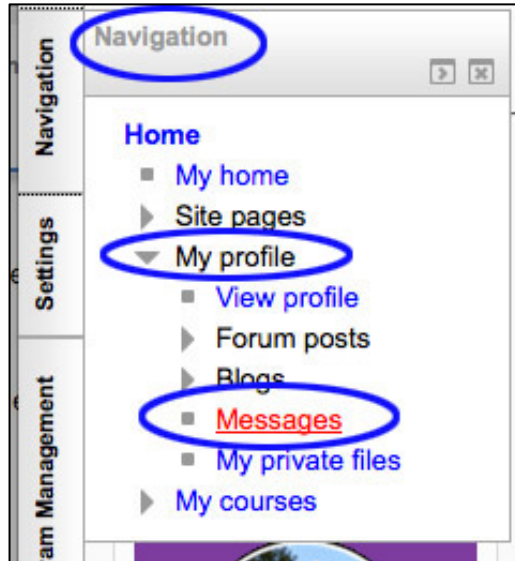
Messaging

Messaging

Messaging provides a private channel for communication with other individual users. It is not course-specific.

Sending Messages

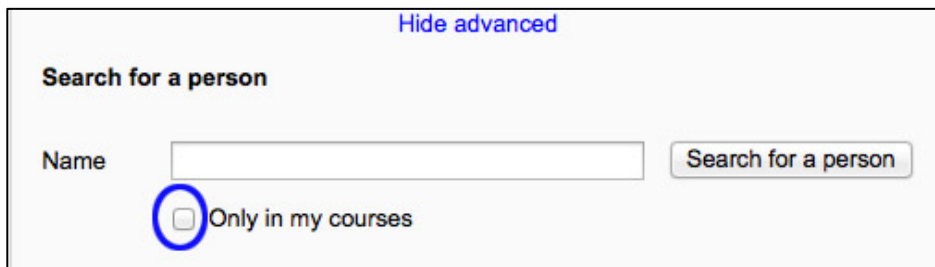
1. From within a course or the course home page, go to the **Navigation** block and click the **My profile** link (see figure below).
2. Click the **Messages** link to go to the **Messages** page.



3. In the Search field, type the name of the intended message recipient or a keyword in an existing message and click the **Search people and messages** button (see image below).



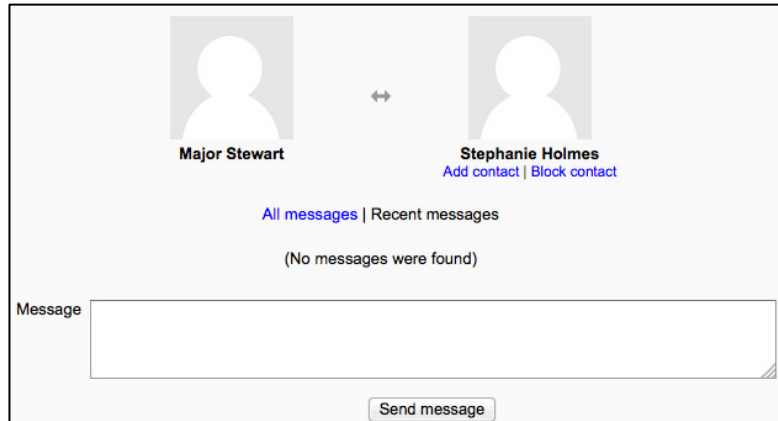
4. If necessary, click the Advanced link for more options, including the **“Only in my courses”** checkbox (see figure below) to narrow the search to people in courses in which the user is enrolled.



5. Type the recipient's name and then click the **“Search for a person”** button (see figure above).

Messaging

- When the recipient's name appears, click on the person's name to open the message page (see figure below).



- Type the message in the **Message** field and click the **Send message** button.

Checking Sent Messages

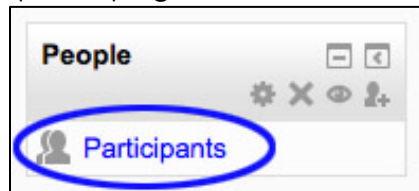
- Follow steps 1 – 6 of “**Sending Messages.**”
- If you have sent or received messages, from the recipient, they will appear beneath the date the message was sent (see image below). Sent messages will appear on the left. Received message will appear on the right



Sending Messages to Multiple Students

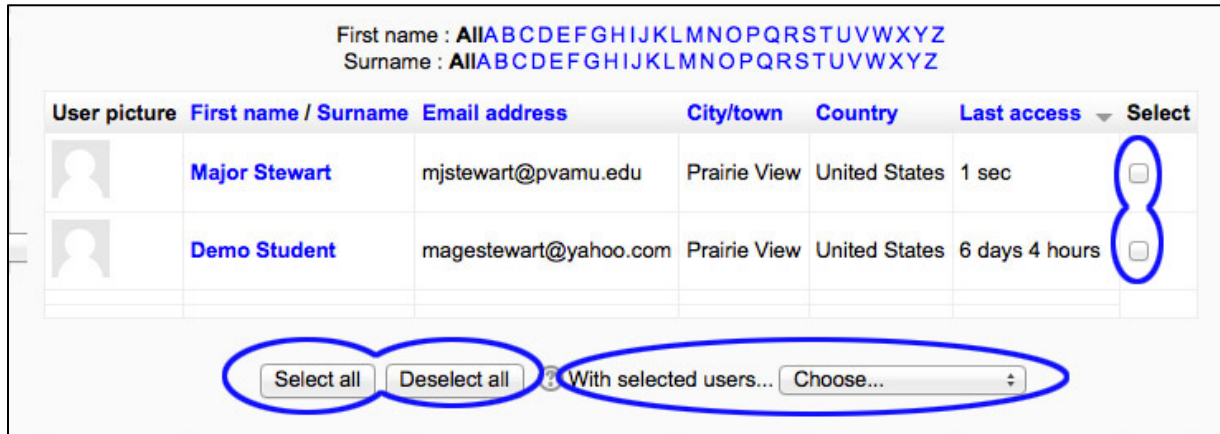
Using Messaging through your profile is not convenient if you want to send a message to a group or to the entire class. To do that, you should use the **Participants** page from within a course shell.

- The link to the Participants page is found in the **People** block (see the figure below).



Messaging

2. That will display a table containing the class roster (see figure below). Beneath that table you'll see three buttons: "Select All", "Deselect all", and "With selected users..."



First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

User picture	First name / Surname	Email address	City/town	Country	Last access	Select
	Major Stewart	mjstewart@pvamu.edu	Prairie View	United States	1 sec	<input type="checkbox"/>
	Demo Student	magestewart@yahoo.com	Prairie View	United States	6 days 4 hours	<input type="checkbox"/>

Select all Deselect all With selected users... Choose...

3. Click the check box(es) in the far right "Select" column to pick one user or multiple users individually. You can also click the "Select all" button beneath the table to pick everyone on the roster.
4. After selecting recipients, click the **With selected users...** drop down button and select the **Send a message** option to go to the **Message course users** page. Type your message in the Message text field. Click the **Preview** button beneath the text field to view your message before sending it (see image below).
5. From the Preview page (see figure below), you can view the message and then click the **Send** button to send the message out. If you need to make changes to the message, click the **Update** button to edit it before sending it.

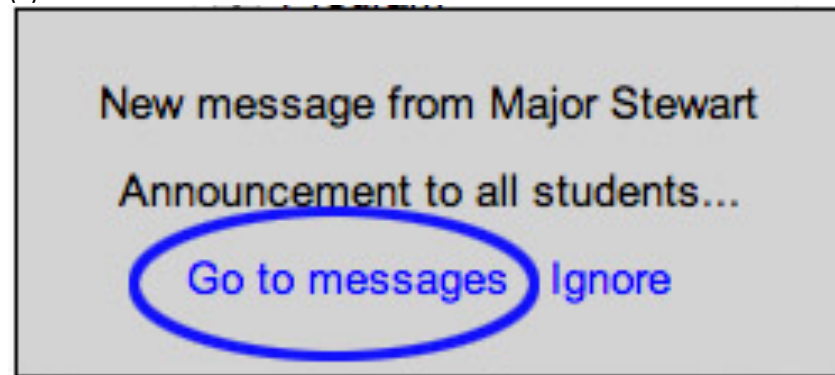


HTML format preview

Announcement to all students...

Send message Update

6. Incoming messages appear in a box in the lower right hand corner of the window when you log into eCourses (see figure below). Click the **Go to messages** link to view the message(s).



New message from Major Stewart

Announcement to all students...

Go to messages Ignore