How to Create Messages

You can send a message to a student or to the whole class. These messages are delivered to the course messages area in Blackboard but are **not** sent to their Stark State email.

Directions:

- **1.** Go into your course.
- 2. Click on the Communicate link.



3. Click on Course Messages



4. Click on Create Message





5. Choose your Recipients by clicking on To



6. Select the name and click on the > to move them to the Recipeints area





7. Add your Subject and Message

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8. Click on Submit

Click Submit to finish. Click Cancel to quit.	Cancel Submit

* If you go to your sent box you will see there this icon \square which means the message has not been opened. Once the student reads the message this icon will appear \square .

