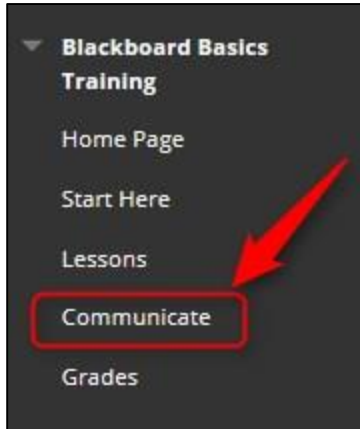


How to Create Messages

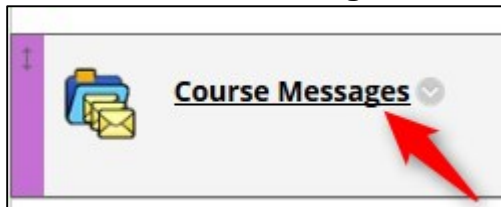
You can send a message to a student or to the whole class. These messages are delivered to the course messages area in Blackboard but are **not** sent to their Stark State email.

Directions:

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



3. Click on **Course Messages**



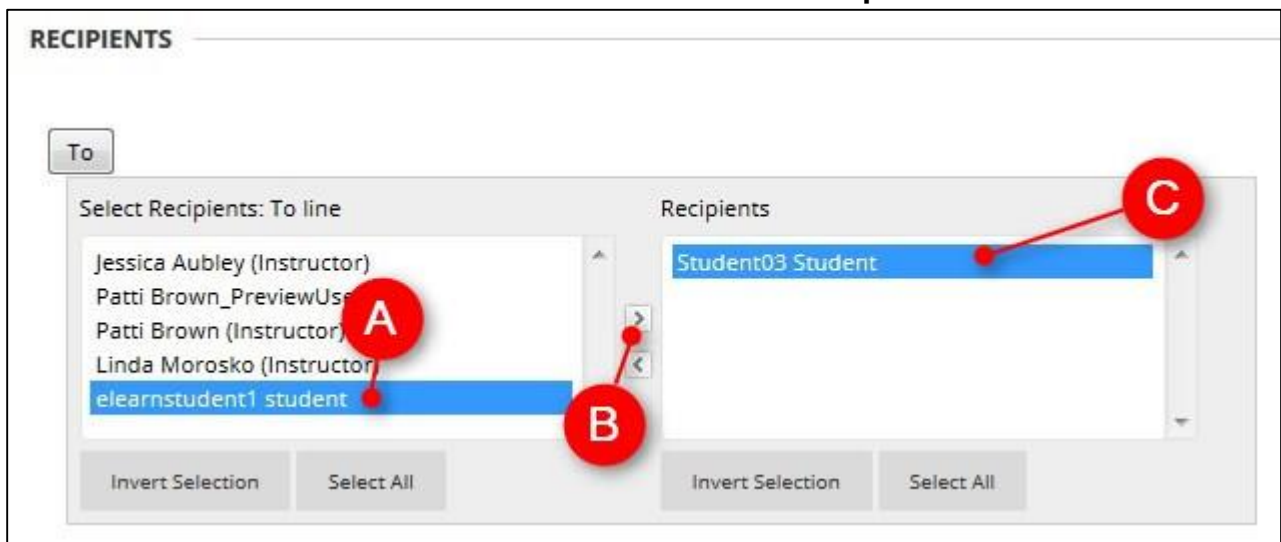
4. Click on **Create Message**



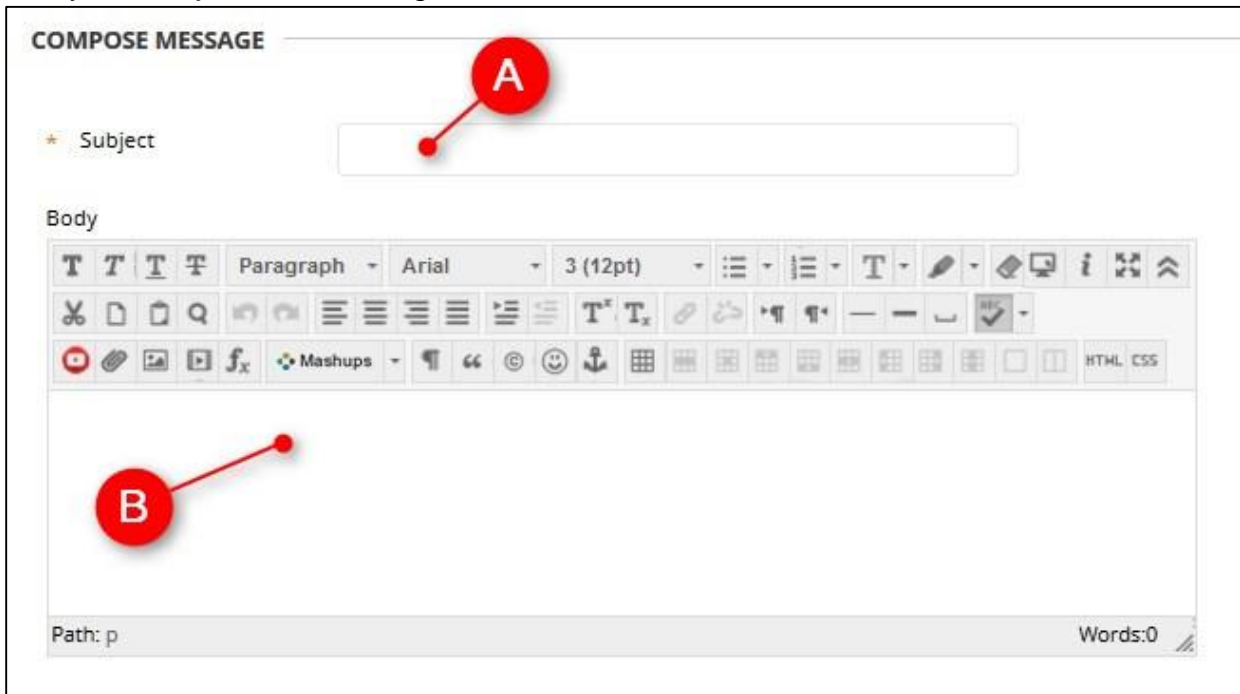
5. Choose your Recipients by clicking on **To**



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



7. Add your Subject and Message



COMPOSE MESSAGE


* Subject

Body

Paragraph - Arial - 3 (12pt)



Path: p Words:0

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  which means the message has not been opened. Once the student reads the message this icon will appear  .