

ACADEMIC TECHNOLOGY

Course Messaging

Messaging an Individual Student or Entire Class

Content	Calendar	Discussions	Gradebook	<u>Messages</u>	Analytics	Student Preview
						25 🔻 items per puge 🕂

You and your students can send messages to each other, multiple people, or an entire class. Messages activity remains inside the system, and you don't have to worry about email addresses that may be incorrect or outdated.

As an instructor, you can quickly send messages to all students about important deadlines and schedule changes. From anywhere in a course, you can access messages on the navigation bar. The course messages page displays all the messages that are specific to the course you are in.

2ª	Roster
<i>,</i> ,	View everyone in your course
(i)	Coute Description
~ ~	
g	Course Groups
~	Course Image
	Edit display settings
6	Course is open
	Students can access this course
>>1	Blackboard Collaborate
	Join session 🔻
₫¥	Attendance
	Mark attendance
Ę	Announcements
	10 Posted 10 Total
ß	Books & Tools View course & institution tools
_	
9	Question Banks Manage banks
Û	Conversion Exceptions
	Review all course exceptions

Course Menu - Details and Actions

Roster. Use the Roster link on the *Course Content* page to view your class list, connect with your students, and match faces to names. You can also send messages to anyone involved with your course.

Users can upload a picture of themselves on their **Profile** pages. If they don't add pictures, a generic silhouette appears in the roster. Users' profile pictures also appear in the gradebook, groups, discussions, conversations, and messages next to their activity. Your profile picture also appears on the **Course Content** page.

Attendance. Use this link to mark daily attendance in the class setting.