Adding the Messages Tool to Your Course Menu

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The Messages tool is the tool that you will use to email your students within your Blackboard 9 course. This tool is very similar to the WebCT 4.1 Mail tool.

1. Click the plus sign at the top of your Course Menu and then select Create Tool link.

2. Enter in a name for your link. (i.e. Course Email)

3. Click the down arrow to the right of Type and select Messages.
4. Make sure you turn on “Available to Users”.

5. Click Submit.

6. The course tool link has been added to the Course Menu.

Note: Refer to the Course Email white paper located on the Faculty Toolbox for more information about the Messages