

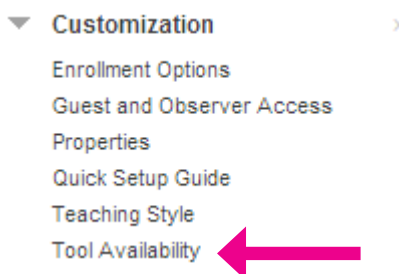
Turning On Course Messages

Course Messages

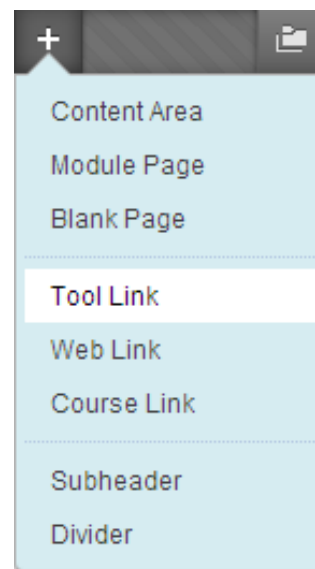
The Course Messages tool is an e-mail like environment that can be used for course communication. External email addresses are not used, so this provides additional privacy. Course messages CANNOT be received outside of the course so be sure to check for new messages regularly. This differs from the E-Mail tool as you are able to send responses and the E-Mail tool is a “send-only” tool.

How to Activate Course Messages

1. Navigate to your course
2. Open the **Customization** menu in the control panel and select **Tool Availability**



3. Find the **Course Messages** tool row and
 - a. verify the available box is checked or
 - b. select the available box to turn course messages on
 - c. you may also want to disable the **E-Mail** tool while you are here so students are not confused by which communication tool to use
4. Select the **Home Button** to return to your home page
5. Click the **plus sign** at the top of the course menu and click **Tool Link**
6. When the **Add Tool Link** dialog box opens
 - a. type **Course Messages** next to name
 - b. select **Course Messages** from the drop down menu
 - c. check the **Available to Users** box



7. Click the **Reorder Menu Items** button at the top of the course menu and move **Course Messages** as you see fit (it will be defaulted below Discussions in the master courses)

