

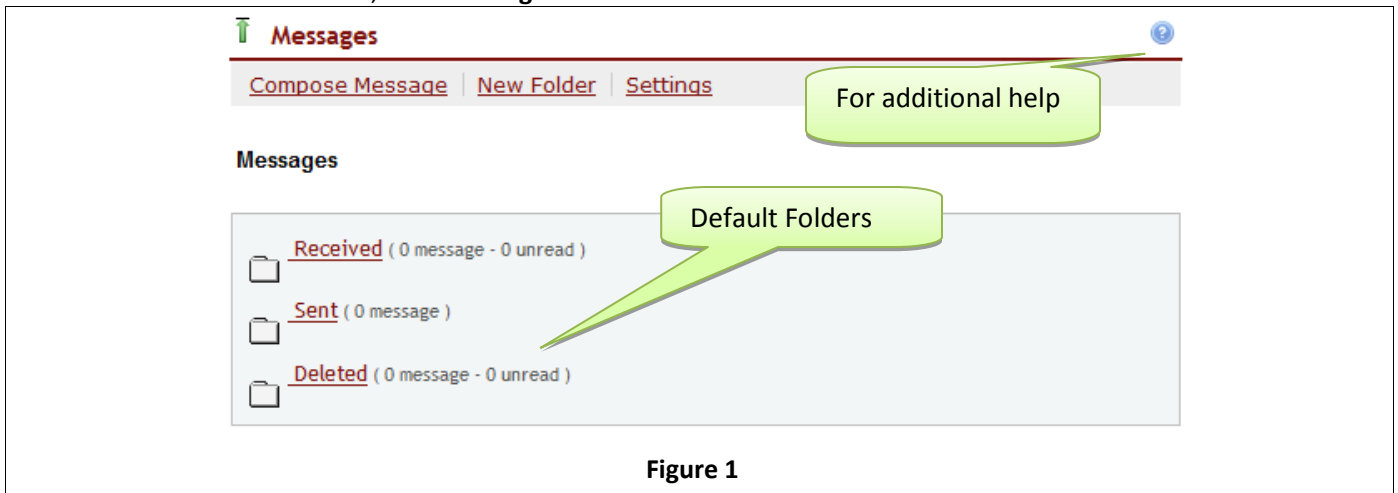
Oncourse: Using the Messages Tool

The Messages Tool allows participants to read, send and organize messages within a site.

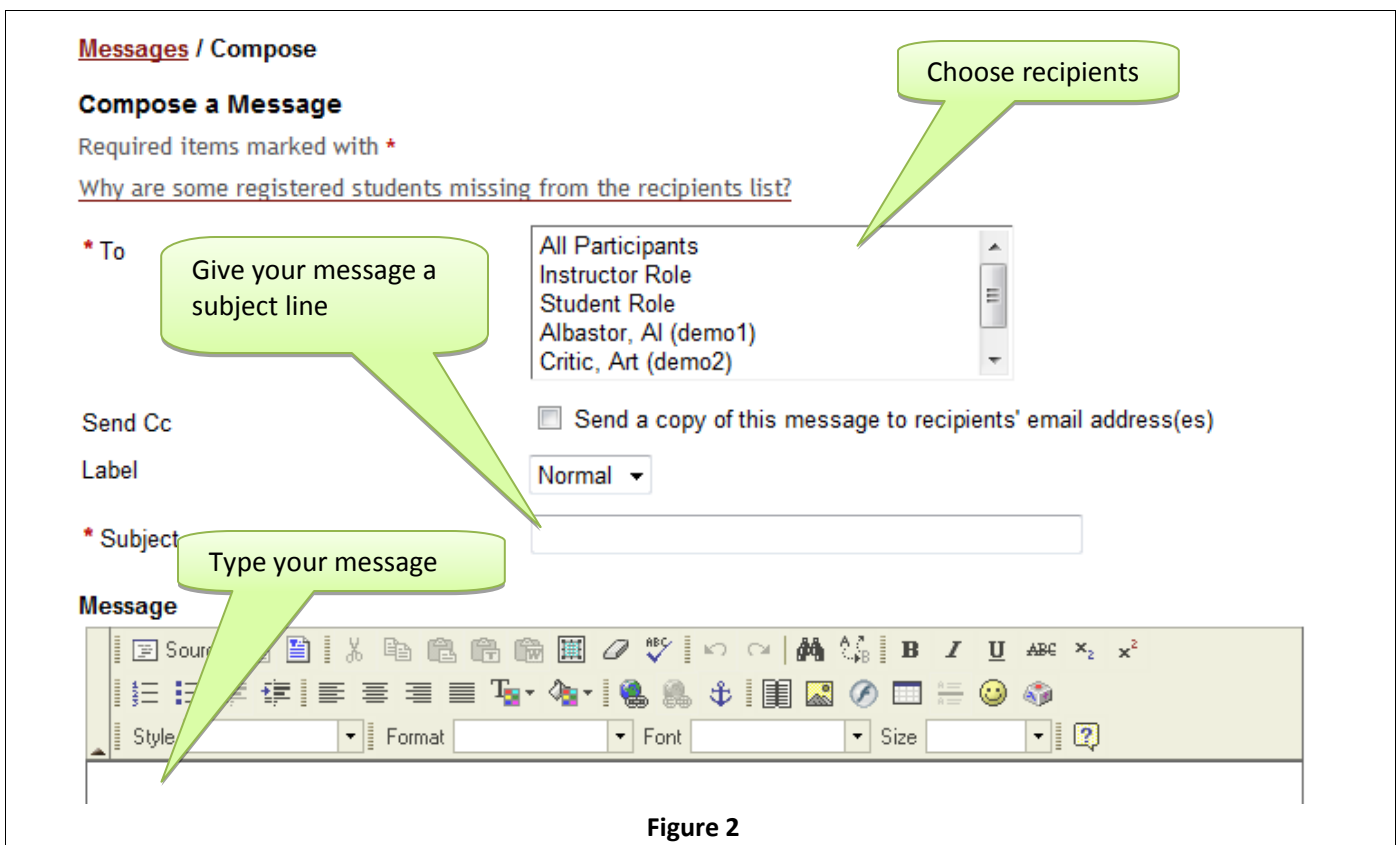
Sending a Message

The Messages tool allows site participants to communicate using internal course mail. A copy may also be sent outside Oncourse to the recipients' email addresses.

1. From the list of tools to the left, **Click Messages**.



2. To start to compose a message, near the top of the screen, **Click Compose Message**.



3. In the To field, **Click the recipient's name or the group name**.
Note: You can use Ctrl+Click [Mac: Command+Click] to select multiple recipients.
4. To send a copy of the message to the recipients' email addresses, **Click the Send Cc checkbox**.
Note: Instructors or site owners may choose to turn this option off. If you are an Instructor or owner you can turn this feature off under the Settings link on the main Messages screen.
5. In the Subject field, **type a subject**.
6. **Type the message text**.

7. If you wish to attach a file to the message, see the section Adding an Attachment below.

8. **Click Send.**

A copy of the message will be saved in your Sent folder in Messages.

Note: If you have several courses, you may want to view messages waiting to be read from My Workspace, which is the default site when you log into Oncourse. You can also look in the Messages tool for each of your individual course sites to view unread messages.

Adding an Attachment

Additional resources may be attached to messages. Resources may be attached by uploading a file from your computer, linking to a web site or by attaching a file already stored in this sites or another sites Resources tool.

1. Verify that you are on the Compose a Message screen.

2. To add an attachment, **Click Add Attachments.**

You see the Add Attachment form. This allows for three situations:

- **Upload local file** - A file that is on the user's local computer
- **URL (link to web site)** – A file or page in an external Web site
- **Select a resource** – Can be any item that is stored in Resources – either in this site or another site

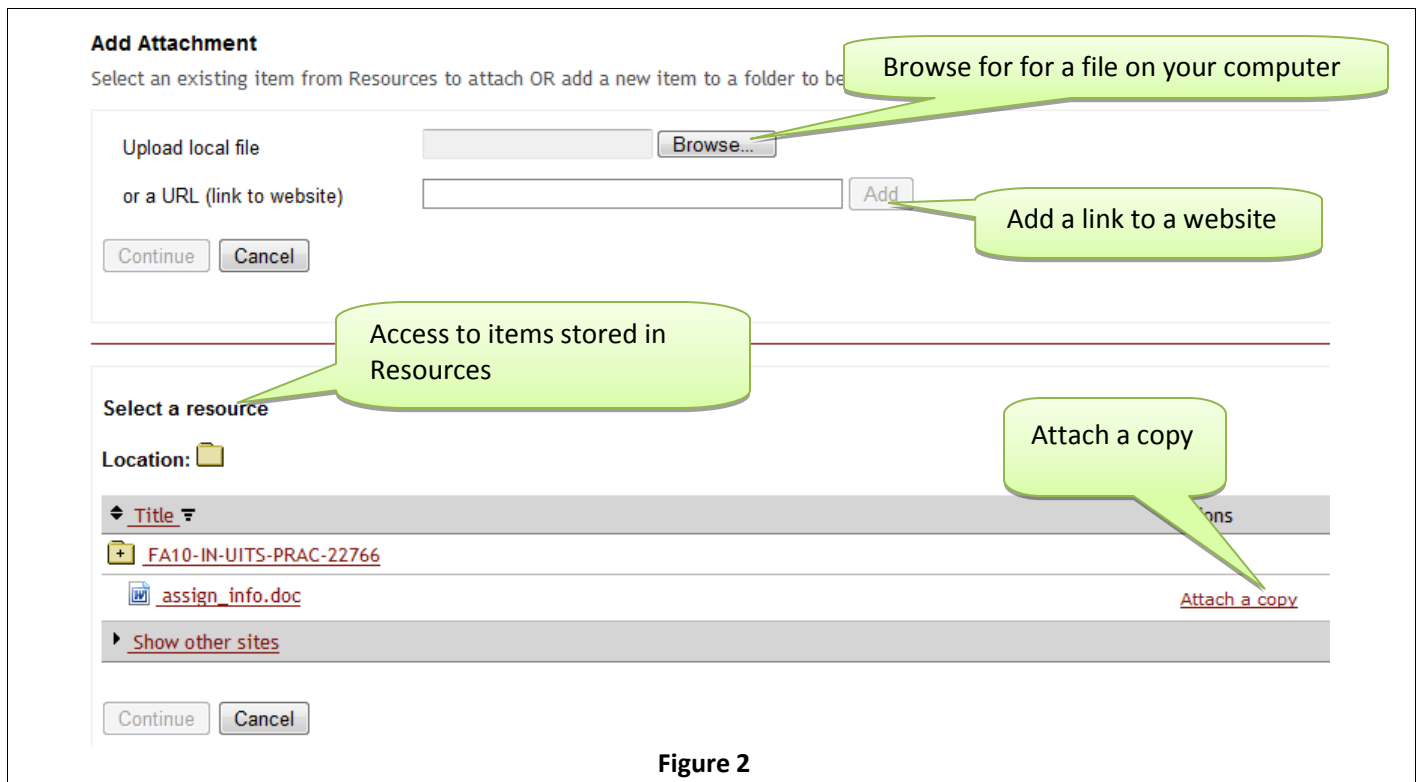


Figure 2

3. If you wish to add an attachment from your computer, such as a picture, word document, sound, or other file, **Click Browse.**

The **Choose File to Upload** window opens.

a. **Double-click the file** of your choice.

A gray bar added to the top of the screen labeled **Items to attach** shows what has been selected for attachment. You can select multiple items to attach.

b. To add additional attachments, **Repeat the previous two steps**

4. If you wish to add an item already stored in Resources, under the **Select a resource section**, to open the folder, to the left of the folder name, **Click the folder icon.**

Note: To access Resources for other sites such as My Workspace, Click the link for Show other sites.

c. **Scroll**, if necessary, to see the files inside the folder.

d. To select the file for attachment to the announcement, to the right of the file name, **Click Attach a copy** link.

A gray bar added to the top of the screen labeled **Items to attach** shows what has been selected for attachment. You can select multiple items to attach.

5. To finish the selection process, **Click Continue.**

You are returned to the Compose a Message screen.

6. To send the message, **Click Send**.

Reading Messages

Messages are held in the Received folder in the Messages tool by default.

1. To open the Received folder, **Click the Received link**
2. To open a message, **Click the message subject link**

Replying to Messages

Both above and below a message are buttons that allow the reader to reply to the sender, reply to all recipients of the message, or to forward the message to someone else.

1. **Click Reply.**
The message automatically includes the sender as a recipient, but additional recipients can also be added at this point.
2. **Proceed as with Sending Messages above.**

Adding Folders

The Messages tool includes 3 default folders: Received, Sent and Deleted. You can create additional folders to hold messages of a similar topic.

1. At the top of the Messages tool, **Click the New Folder link**.
2. **Type a folder name** → **Click Add**.

Moving Messages

You can organize your messages by moving them to folders.

1. If necessary, from the list of tools to the left, **Click Messages**.
2. **Click on the name of the folder where the messages you want to move are located.**
3. **Click the checkbox(es) for the message or messages you wish to move.**
4. Above the message list, **Click Move** above the list of messages.
5. **Click the radio button for a folder.**
6. **Click Move Messages.**

Deleting Messages

Messages may be removed from any of the folders in the Messages tool. Removed messages are kept in the Deleted folder.

1. From the list of tools to the left, **Click Messages**, if necessary
2. **Click on the name of the folder where the messages you want to delete are located.**
3. **Click the checkbox(es) for the message or messages.**
4. **Click Delete** above the list of messages.