How to Use Messages Tool

Instructors have the ability to set up a message tool and send messages to students in the course.

This tutorial will show you how to use Messages tool in WebCampus. Please note that there are actually two mail-related tools available in WebCampus – Messages and Send Email.

**TIP: Messages** is an internal mail tool contained entirely inside the WebCampus course. It allows students and instructors to send messages to anyone enrolled in a course and all communications stay within WebCampus. Users must be logged into the course to read or send Messages.

### How to use the Messages Tool

1. **Make sure Edit Mode is on**

   To begin, enter your course and make sure the Edit Mode is turned ON.

2. **Add Menu Item**

   ![Menu Item Add](image)
3. Click on Create Tool Link

The following steps are performed on the WebCampus Learn system.

4. Make the link visible to students.
Select the checkbox next to the “available to Users” options.

5. Click on the Submit button when done.
6. You should see the link to the messages tool on the bottom of the Course Menu.

7. The order of the links can be changed by clicking on the arrow to the left of item and dragging it to the desired location.

8. To send a message to anyone within a course, click on the Messages link. The interface looks similar to an email application with Inbox and Sent folders.
8. **Send a message.**
Start by clicking on the Create Message button.

9. **In Step 1, click on the “TO” button and select the recipients by highlighting their names.**
10. Use the right facing arrow between the boxes to move the names to the Recipients column.

10. You can add additional recipients by using Carbon Copy or Blank Carbon Copy options.
10. In Step 2, enter the subject and the text of your message.

11. Once you are done, click on the Submit button.

12. Any messages you sent out will be copied to your “Sent” folder.
13. To read a message, click on the “Inbox” folder and then on the subject of the message.
14. At this point you can Reply to the message, Forward it within the course, or Delete it.

From David Silva
To David Silva
Cc
Sent Tuesday June 4, 2013 2:35 PM
Subject Overview

This is a sample email.