Transcript: How to Use Messages Tool

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.

**TIP: Send Email** tool allows emails to be sent from the course to the users’ external email accounts listed in their profiles.

These emails are not stored inside the course and must be replied to outside of WebCampus.

Now let’s talk about using the Messages tool.

To give students access to this tool, you need to add it to the Course Menu.

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

On the Course Menu, click on the Add Menu item plus sign. Next, select “Create Tool Link” option. Enter the name for the link. Next change the type of tool to Messages.

Next, make the link visible to the students by selecting the checkbox next to the “Available to Users” option. Click on the Submit button when done.

You should now see the link to Messages on the bottom of the Course Menu. You can change the order of the links by clicking on the arrow to the left of the item and dragging it to the desired location.

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.

To send a message, start by clicking on the Create Message button.

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

You can add additional recipients by using Carbon Copy or Blank Carbon Copy options.

In Step 2, enter the subject and the text of your message.
Once you are done, click on the Submit button.

Any messages you sent out will be copied to your “Sent” folder.

To read a message, click on the “Inbox” folder and then on the subject of the message. At this point you can Reply to the message, Forward it within the course, or Delete it.

If you have any questions about this tutorial or need additional help, please contact the Instructional Design Team at WebCampus@unr.edu or (775) 682-6798.