

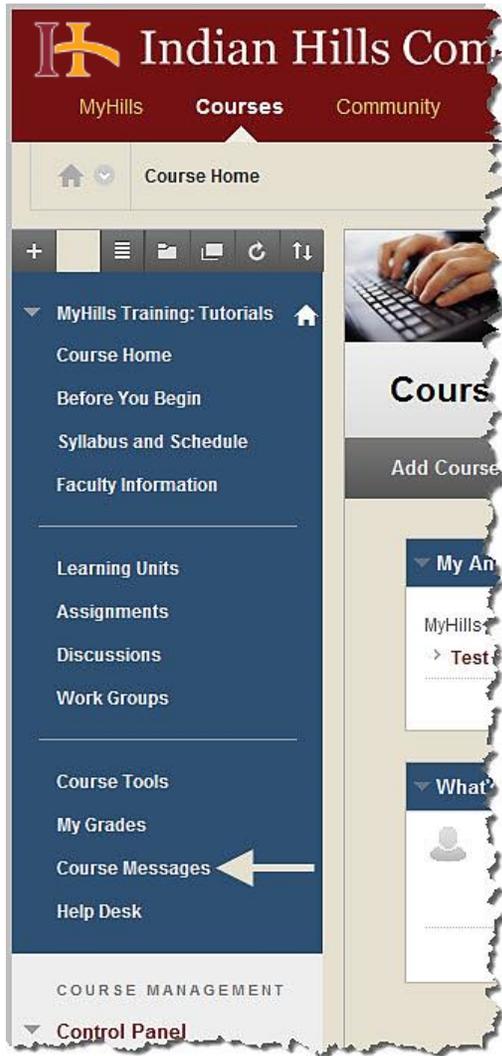
Faculty Tutorial:

Create and Send Course Messages within MyHills

Purpose: To show faculty how to access, create, and send “Course Messages.”

IMPORTANT: Email is the recommended form of communication in MyHills. Therefore, “Course Messages” is disabled by default. Before messages can be used in a course, instructors must enable “Course Messages.” For instructions on how to enable “Course Messages” and add a “Course Messages” link to the “Course Menu,” please see the tutorial “Enable Course Messages.”

From within a course in MyHills, click the “Course Messages” link located toward the bottom of the **blue** “Course Menu.”



The “Course Messages” page will open.



Click “Create Message” to create a new course message.



The “Compose Message” page will open.



Under “Recipients,” click the “To” button.

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Recipients

To

Cc

Bcc

In the box that appears, click the name(s) of the student(s) (which will highlight them) to which you would like to send the message. Hold down the Control (Ctrl) key on your keyboard as you click, to select more than one name.

1. Recipients

To

Select Recipients: To line

Recipients

Irene Adler
Sam Beckett
Myka Bering
Walter Bishop
Kensi Blye
Leroy Brown
Ferris Bueller
Sheldon Cooper
Stuart Dent
Anthony DiNozzo
Claudia Donovan
Olivia Dunham
Charlie Eppes

Invert Selection Select All

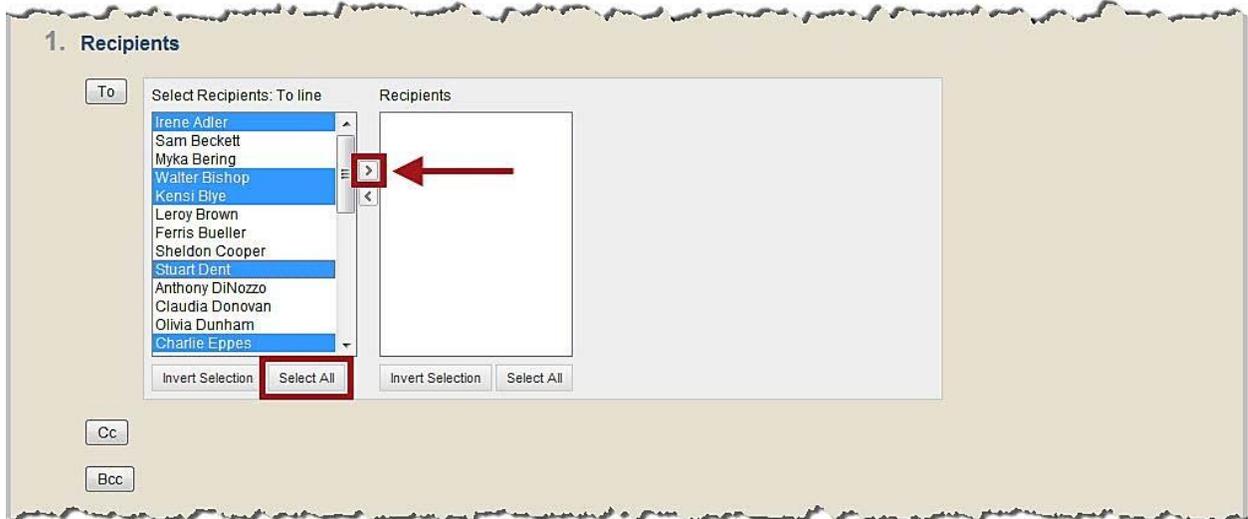
Invert Selection Select All

Cc

Bcc

Then, click the right-facing arrow.

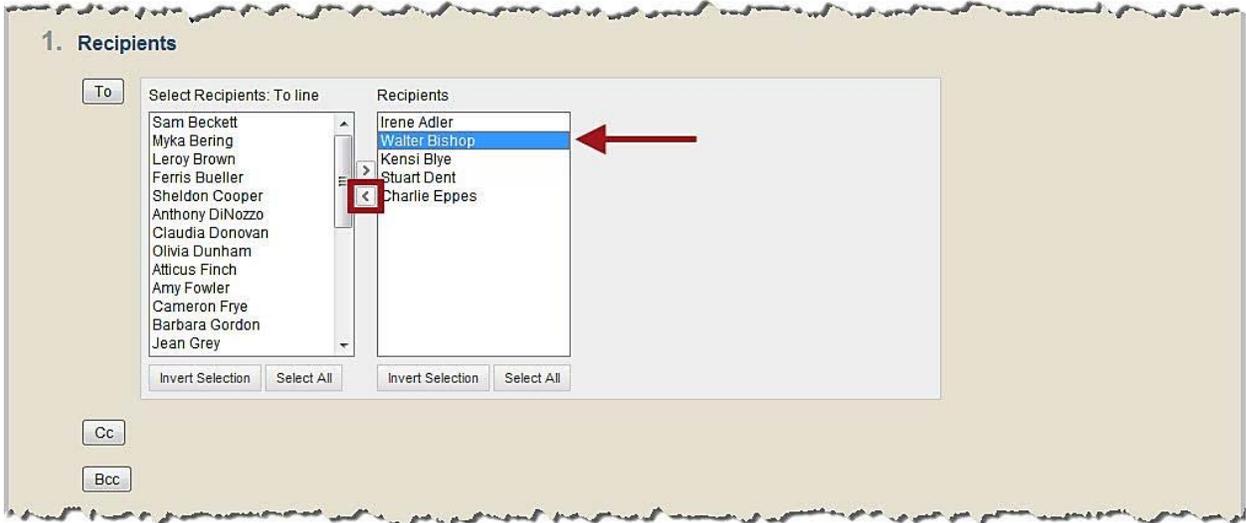
Note: If you would like to send the message to everyone in the “Available to Select” box, click the “Select All” button located below the “Select Recipients” box.



The names you selected should now appear in the “Recipients” box.



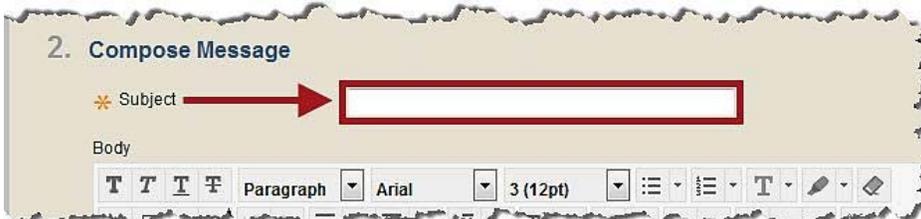
If you would like to remove a name from the “Recipients” box, click the name you would like to remove (which will highlight it). Then, click the left-facing arrow.



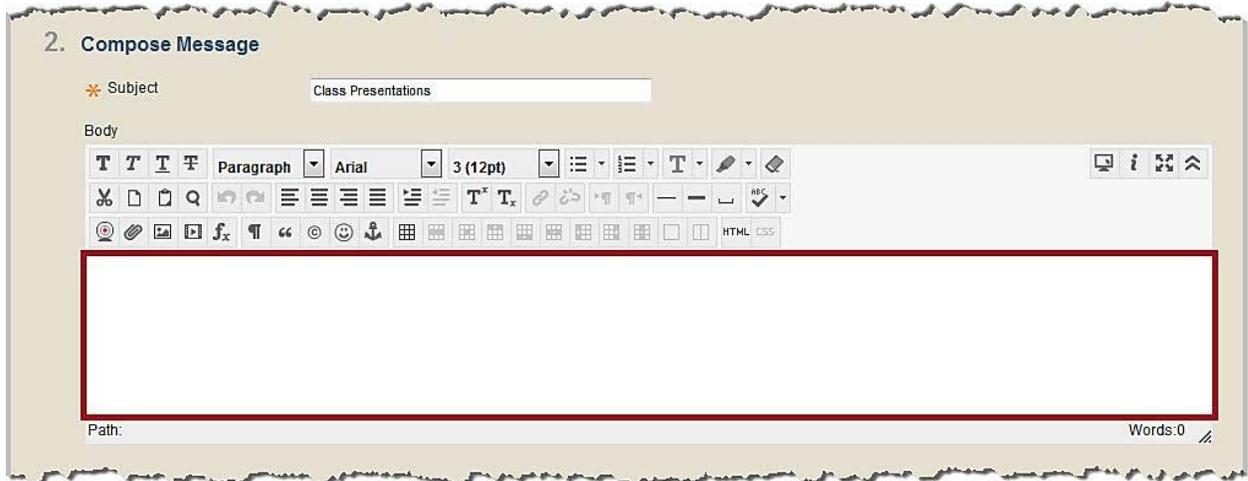
You can also “Cc” (carbon copy) or “Bcc” (blind carbon copy) students by clicking the appropriate button. A “Select Recipients” box will open once the button is clicked. Follow the steps given above for selecting recipients.



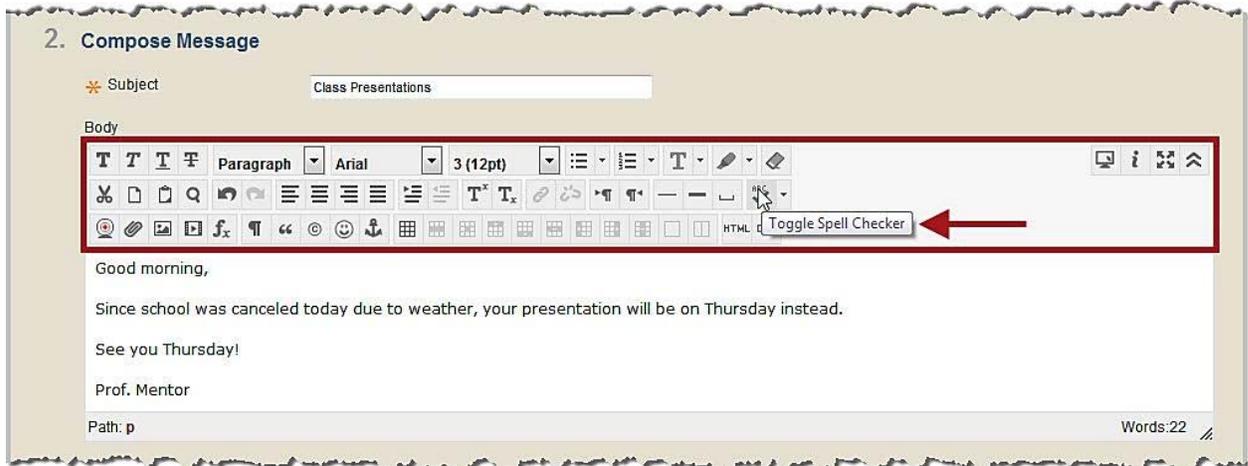
Next, type the title of the message in the “Subject” box.



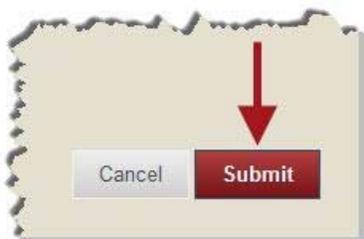
Then, type your message in the “Body” box.



You can edit your message using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.



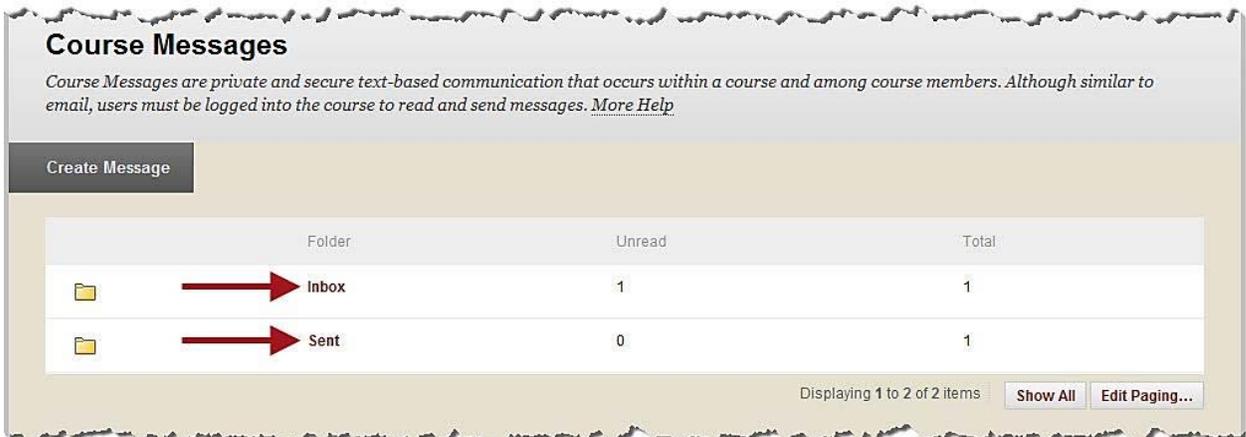
Once you are ready to send your message, click “Submit.”



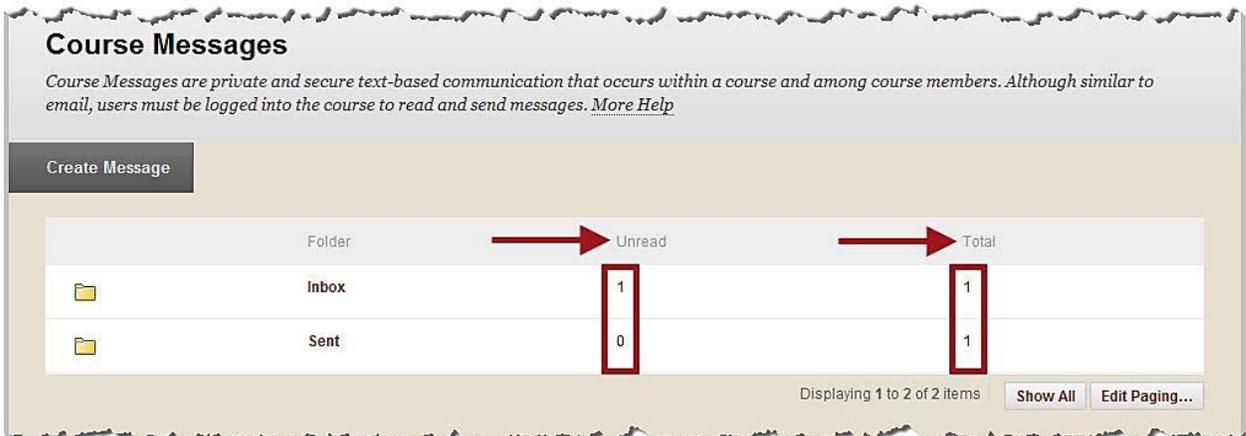
A green “Success...” message will appear at the top of the “Course Messages” page.



An “Inbox” and a “Sent” folder are located on the “Course Messages” page.



The number of unread messages in each folder will be listed in the “Unread” column and the total number of messages will be listed in the “Total” column.



Click the title of the folder to view messages within that folder.

Course Messages
Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message

Folder	Unread	Total
 Inbox	1	1
 Sent	0	1

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

The “Folder” page will open.

Folder:Inbox

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message

[Mark](#) [Delete](#)

<input type="checkbox"/>	@	Status	Sender	Subject	Date
<input type="checkbox"/>			Stuart Dent	Re:Class Presentations	Wednesday, March 13, 2013 11:51 AM

[Mark](#) [Delete](#)

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

An unread message will have an unopened envelope icon under “Status.” Click the “Subject” of a message to open the message.

[Mark](#) [Delete](#)

<input type="checkbox"/>	@	Status	Sender	Subject	Date
<input type="checkbox"/>			Stuart Dent	Re:Class Presentations	Wednesday, March 13, 2013 11:51 AM

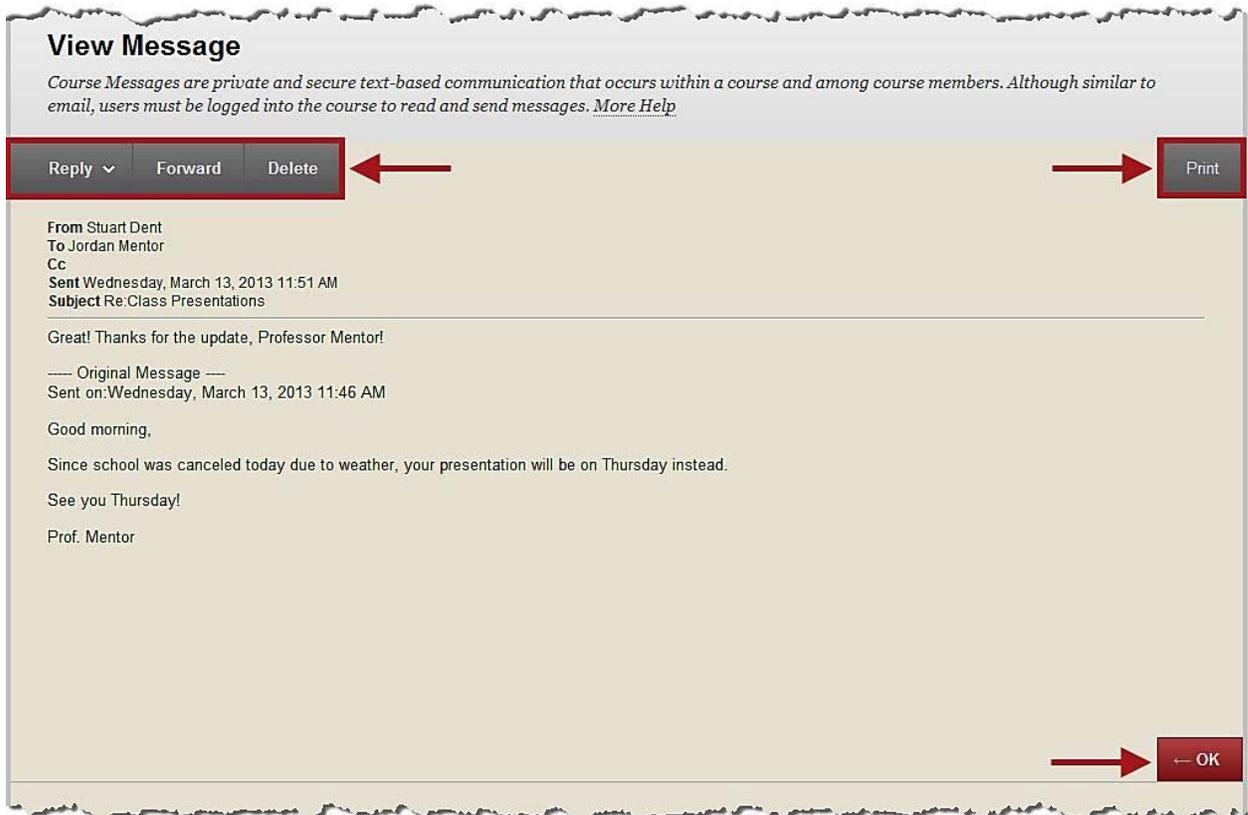
[Mark](#) [Delete](#)

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

The “View Message” page will open.



After reading the message, you may “Reply,” “Forward,” “Delete,” or “Print” the message. Once you are finished viewing the message, click “OK.”



Congratulations! You now know how to create, send, and read Course Messages within MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk