

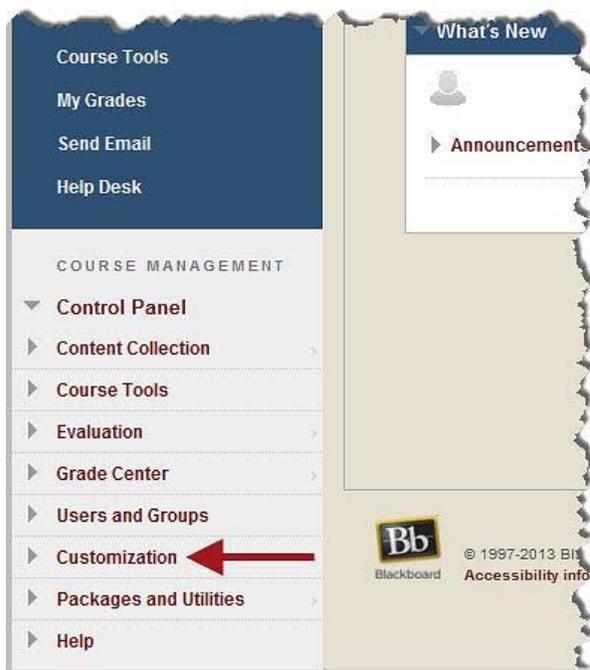
Faculty Tutorial: Enable Course Messages

Purpose: To show faculty how to enable “Course Messages” and disable “Email.”

IMPORTANT: *Messages* sent from within a course in MyHills, using the “Course Messages” tool, stay within that course’s “Course Messages” area. The do not go out through email. This can make it slower for students and instructors to receive information, as they must log into MyHills and specifically check the “Course Messages” area.

For this reason, by default, “Course Messages” will not be enabled in your course. To enable “Course Messages,” click “**Customization**,” which is located in the “Course Management” menu in your course.

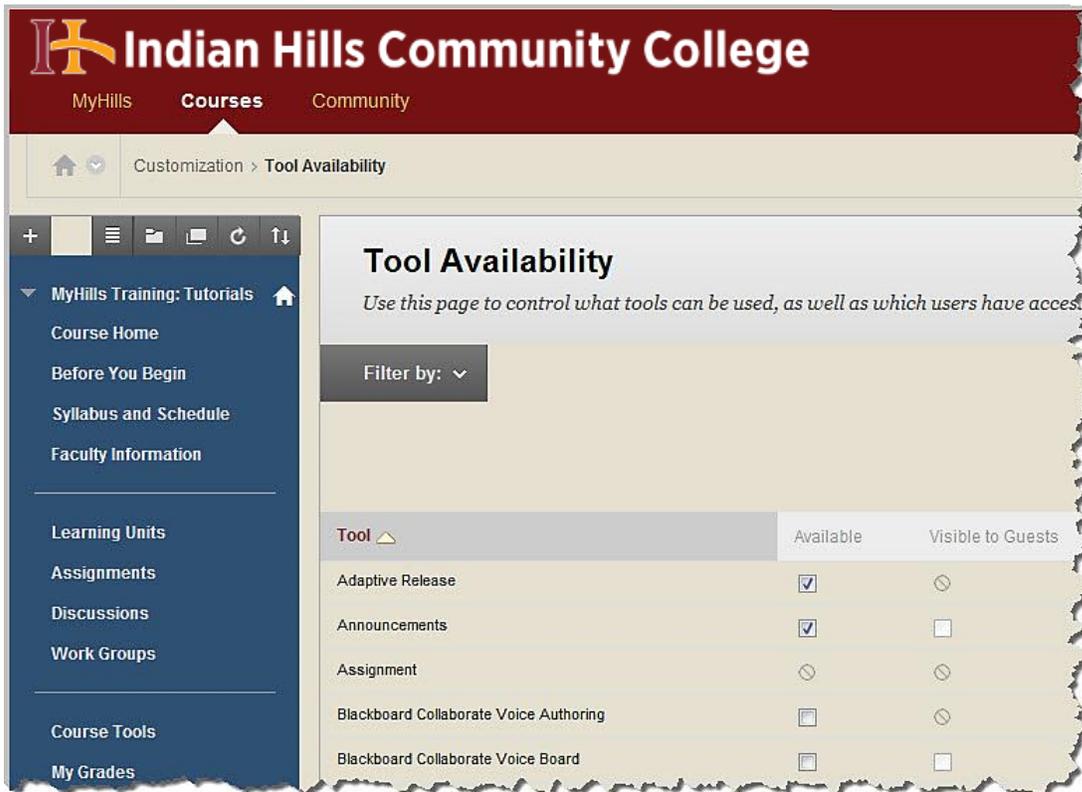
Note: Email is enabled in all courses by default, as it is the recommended form of communication in MyHills. For more information on sending Email from MyHills, please see the tutorial “Create and Send Email.”



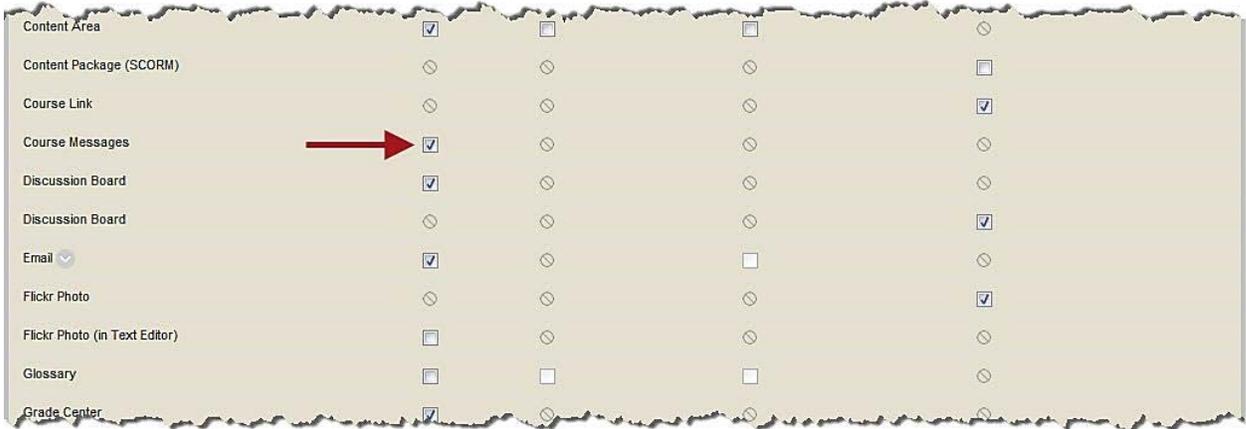
In the sub-menu that opens, click “Tool Availability.”



You will be taken to the “Tool Availability” page. This page lists every tool that can be made available in your course.



Check the box next to “Course Messages” to make Course Messages available.

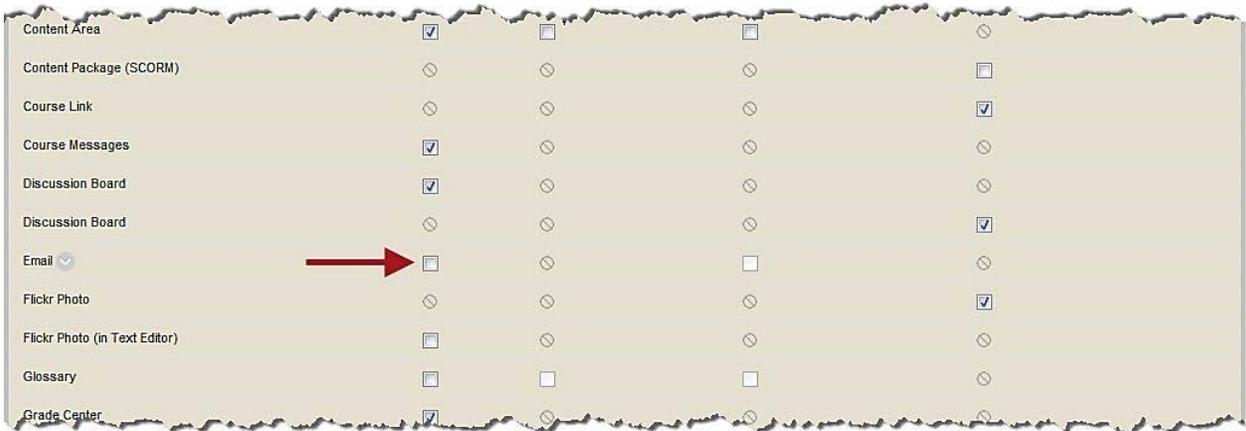


A screenshot of a course settings form with a torn paper edge. The form contains several rows of settings, each with a label and four checkboxes. A red arrow points to the checked checkbox for 'Course Messages'.

Setting	Checkbox 1	Checkbox 2	Checkbox 3	Checkbox 4
Content Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Package (SCORM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flickr Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flickr Photo (in Text Editor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glossary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next, *uncheck* the box next to “Email.”

Note: It is VERY important that you uncheck “Email” if you are going to use “Course Messages.” Never have both forms of communication enabled at the same time, as this will lead to confusion for students who may not know to check “Course Messages,” because they also receive some messages via Email.



A screenshot of a course settings form with a torn paper edge, identical to the one above but with the 'Email' checkbox unchecked. A red arrow points to the unchecked checkbox for 'Email'.

Setting	Checkbox 1	Checkbox 2	Checkbox 3	Checkbox 4
Content Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Package (SCORM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flickr Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flickr Photo (in Text Editor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glossary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scroll to the bottom of the page and click “Submit.”

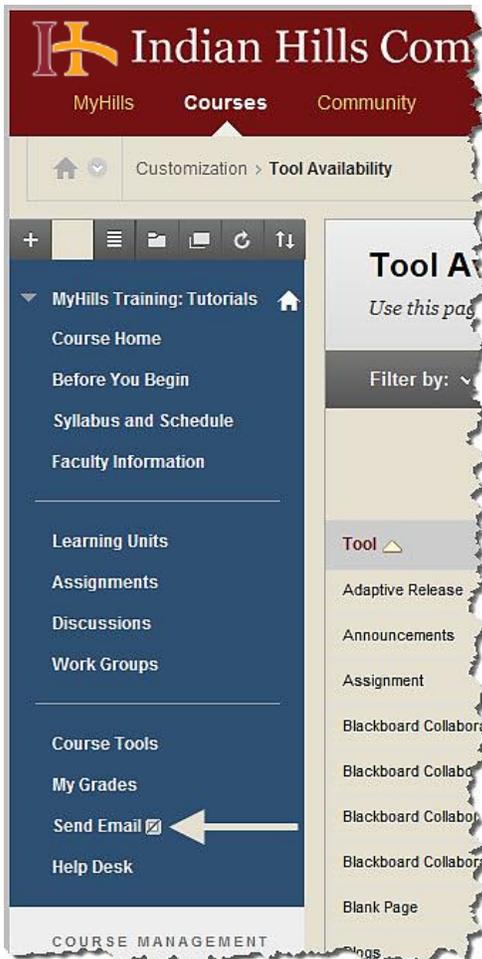


A close-up screenshot of two buttons: a light gray 'Cancel' button and a dark red 'Submit' button. A red arrow points down to the 'Submit' button.

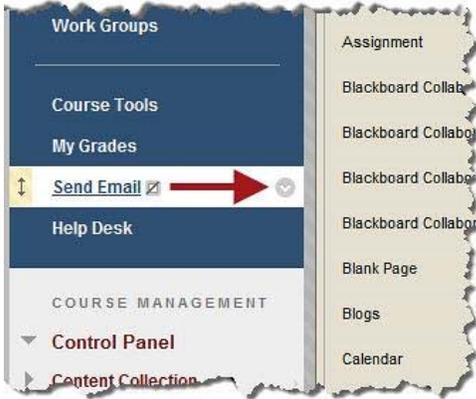
A green “Success...” message should appear at the top of the page.



The “Send Email,” link, which is located toward the bottom of the blue “Course Menu,” should now have a gray box next to it. The gray box indicates that the link is unavailable to students however, it is best to delete links that you are not using in a course.



Hover your cursor over “Send Email” and click the drop-down arrow that appears.



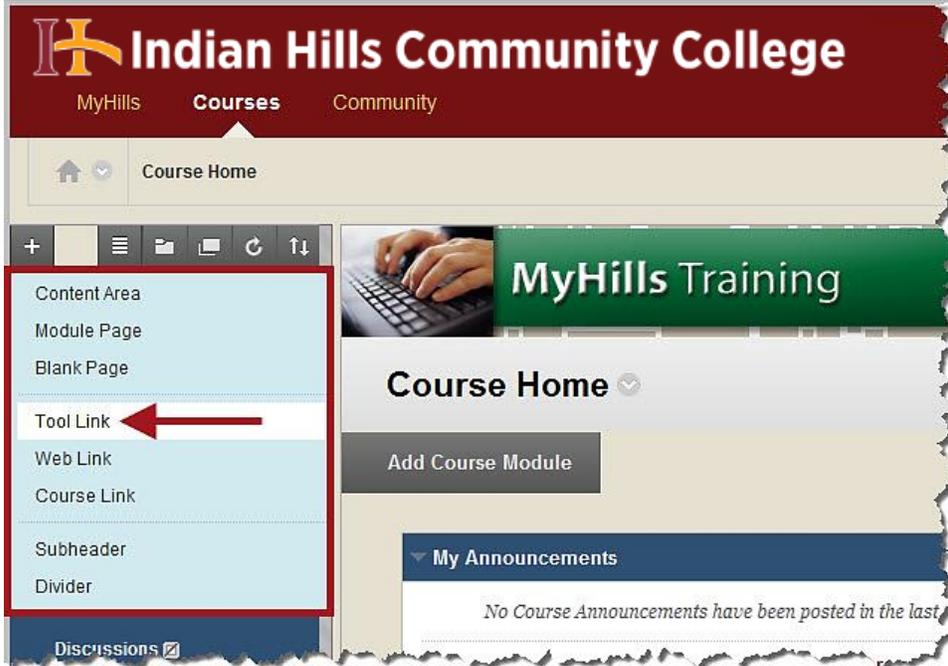
In the sub-menu that opens, click “Delete.”



Now, instructors should add a “Course Messages” link to your “Course Menu.” Hover your cursor over the “+” symbol at the top of the blue “Course Menu.”



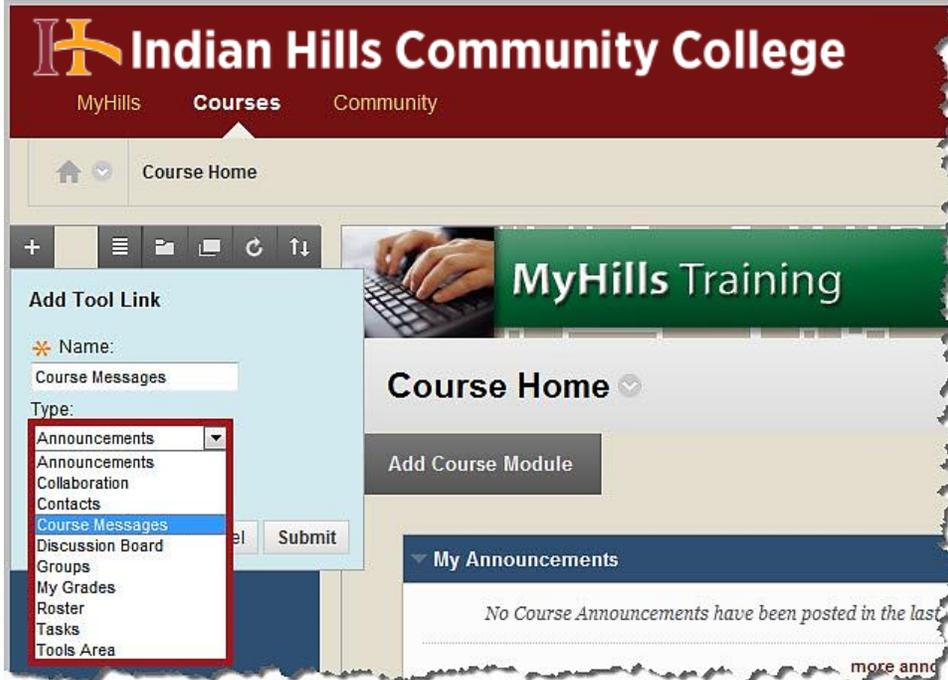
In the sub-menu that opens, select “Tool Link.”



Type “Course Messages” in the “Name” field.



Then, select **“Course Messages”** from the drop-down menu under **“Type.”**”



Check the box next to **“Available to Users”** and click **“Submit.”**”

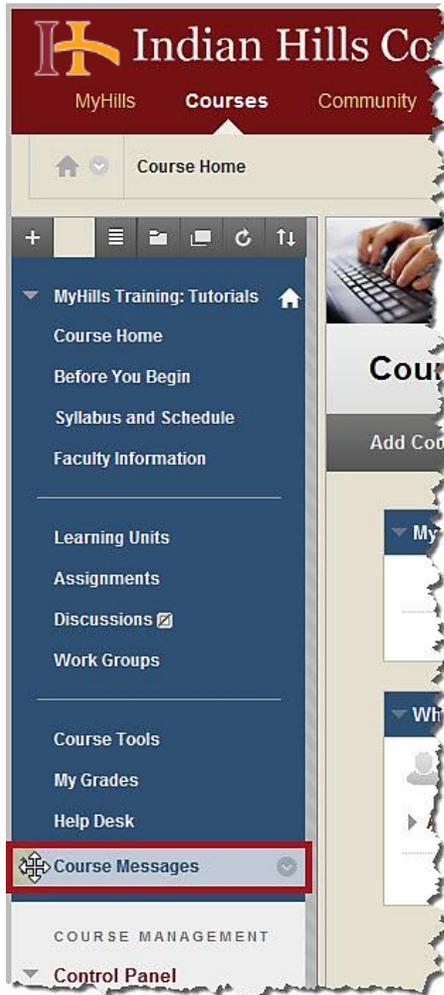


A "Course Messages" link will now appear at the bottom of the "Course Menu."



Hover your cursor over the link, click your mouse, and drag the link to where you would like it placed in the menu. It is recommended that you place the “Course Messages” link directly above “Help Desk,” as that is where the “Send Email” link was originally located.

Note: Because “Email” is the standard method used in MyHills, it is very important that you let your students know if you are using “Course Messages” and encourage them to view the corresponding tutorial. Otherwise, they may not check it and will not receive your messages.



Congratulations! You now know how to enable “Course Messages!”

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