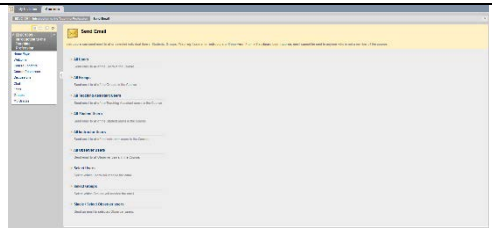
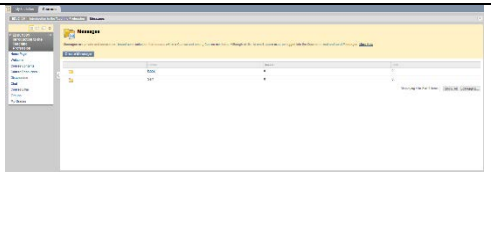


Blackboard Email

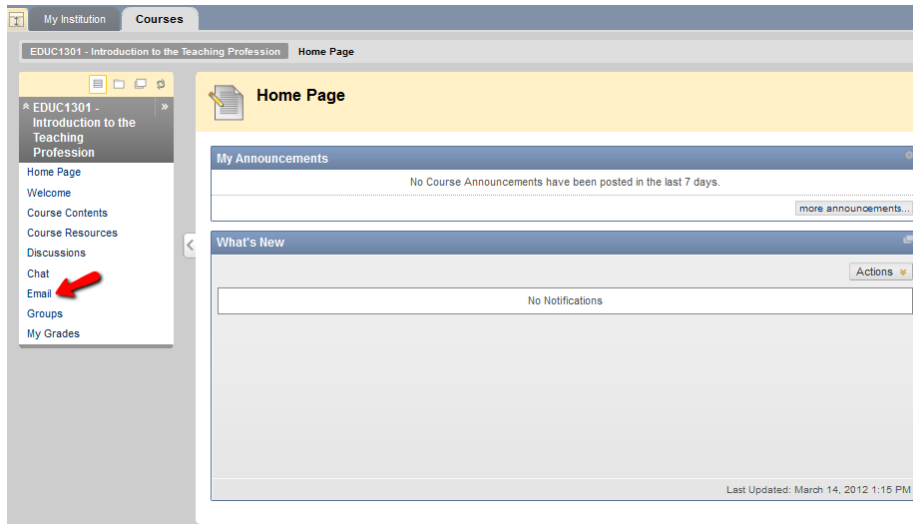
Many instructors use an Email feature in Blackboard to provide students with opportunities to send course-related correspondence to their instructor and classmates. The Email feature is not used by every instructor or in all courses. Please consult your syllabus or ask your instructor if Email will be used for a specific class.

Blackboard-based Email can be very confusing to students because there are actually two different tools, either of which an instructor can call “Email,” that an instructor may use in Blackboard for Email. The table below provides a comparison of the two options you may encounter in your Blackboard courses:

	Email Tool	Messages Tool
User Interface		
Function	Acts as a conduit between the instructor’s UHCL email account and the students’ UHCL email accounts.	Establishes an email system within the specific Blackboard course that neither sends to nor receives from any external email address.
Advantages	Users receive course-related email without having to log into their Blackboard course(s).	User interface is fairly intuitive and many students are readily able to use the tool with ease. Messages are recorded as course data and can be retrieved in the event of any disputes regarding course –related email communication. Emails are not accidentally lost in SPAM filters.
Disadvantages	Blackboard-generated email messages may be inadvertently classified by SPAM in some external email systems. Many students (and some instructors) never access their UHCL email accounts, resulting in important course-related emails never being received. Many students are confused by the choices presented on the Send Email screen.	Users with multiple Blackboard courses have to check their email in each individual course regularly.

	Students are often unaware that any responses to messages sent via this tool will come to their UHCL email account and keep checking in Blackboard for a response.	
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In most cases, the link to either one of these tools will most likely appear on the Course Menu as an item labeled “Email” or “Course Email”.

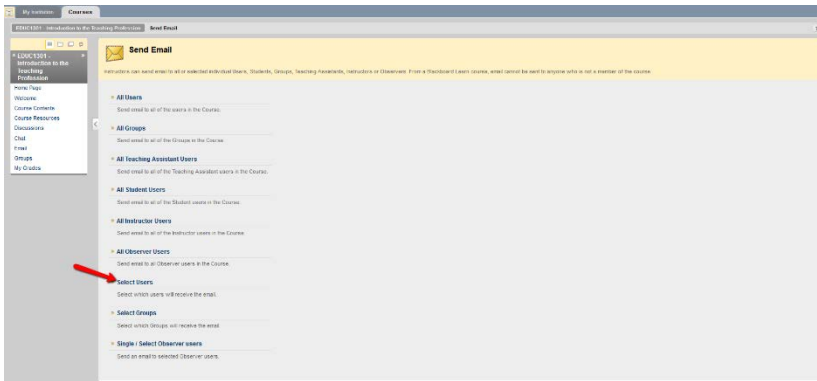


There is no way to determine from simply viewing the link which tool your instructor is using for the course. Click the link and compare the resulting screen to the pictures in the table above to determine which tool is being used. Then, refer to the appropriate set of instructions below.

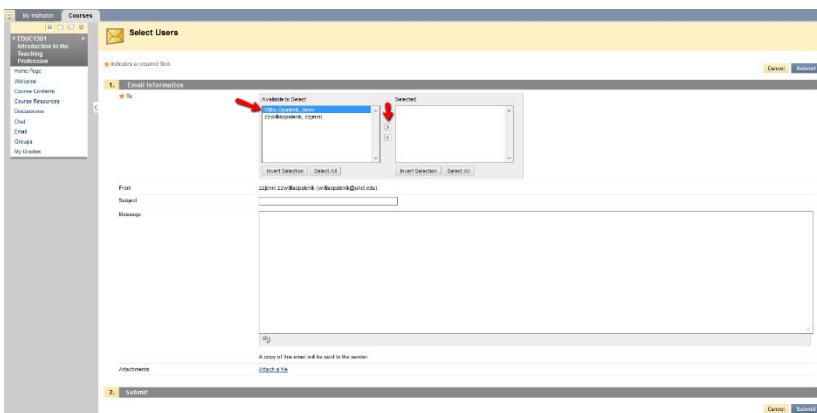
Using the Email Tool

There is only one action that may be performed using the Email tool – sending an email to your instructor, TA/RA, or other students in the class. **Any replies that you receive to emails sent via this tool will be delivered to your UHCL email account.**

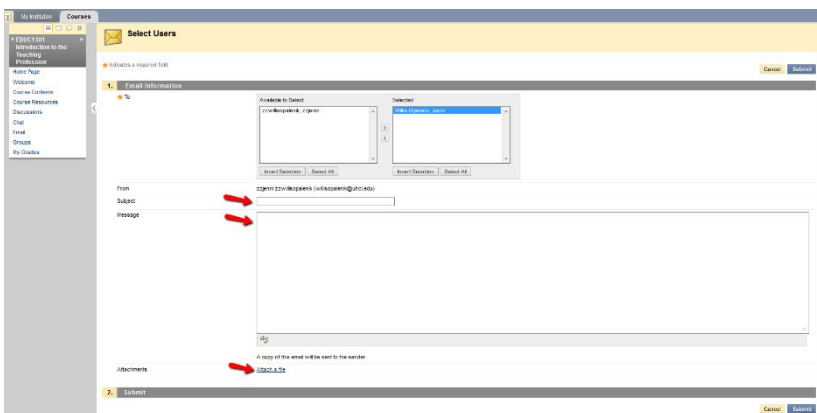
1. To send an email using this tool, begin by clicking the Email (or similarly named) link located in the Course Menu. At the resulting screen (shown below), you have a variety of choices regarding which course members you would like to contact. In most cases, users opt to send an email to one or more “Select Users” and these instructions will be based on that preference. Click the Select Users link to continue.



- At the Select Users screen, you will begin by identifying which users should receive your email. The members of the course (including your instructor and any teaching/research assistants) will appear in a list under the “Available to Select” heading. Click on the name of the individual who should receive the email and then click the right-arrow button to move their name into the “Selected” box.

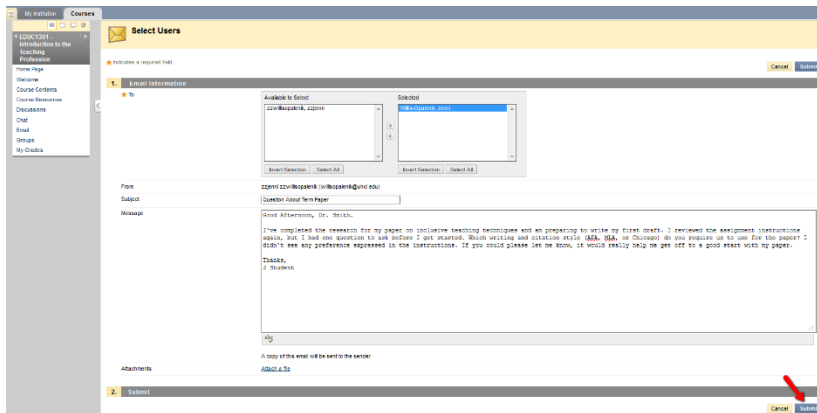


- Type a Subject for the email in the space provided and then type your message. You may also click the “Attach a file” link if you need to send a file (e.g., Word document, photo, PowerPoint) with your email.

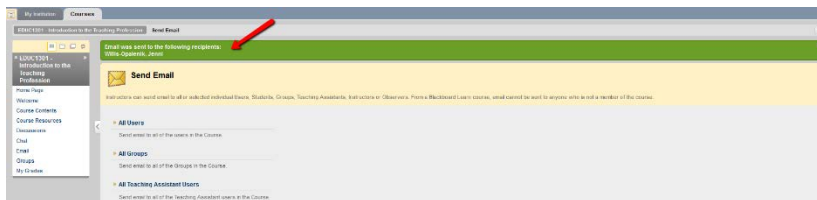


NOTE: It is a good idea to keep in mind that the Email feature is generally used by instructors for course-related communication. As such, students are advised that many instructors object to the usual of “casual,” non-scholarly language in email correspondence. As a general rule, students are encouraged to avoid using “text/IM speak” (e.g., OMG, IMHO) and that scholarly grammar and punctuation be employed in Blackboard emails and messages.

4. Once you have reviewed your message and are ready to send it, click the Submit button.



You will then be returned to the Send Email screen, where a message in the green area at the top of the screen will advise you that the email has been sent.

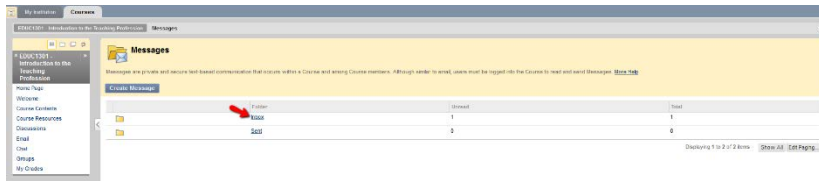


REMINDER: Any replies that you receive to emails sent via this tool will be delivered to your UHCL email account.

Using the Messages Tool

If your instructor has opted to use the Messages tool (even though it may be called “Email” in the course menu), you will both send and receive course communication through the tool. The following instructions outline how to do so.

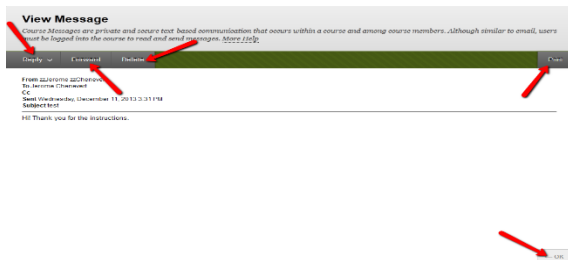
1. Receiving/Retrieving a Message
 - a. Once you have clicked on the Email (or similarly named) link located in the Course Menu, you will see the Messages screen (as shown below). Click the “Inbox” link.



- b. Click on the subject of any email in the inbox to read the message.



- c. Once you have read the message, you have the option of: (a) using the **Reply** button to respond to the sender(s), (b) using the **Forward** button to forward the message to another user, (c) using the **Delete** button to remove the message from your inbox, (d) clicking the **Print** button to print the message, or (e) using the **OK** button to return to your inbox.

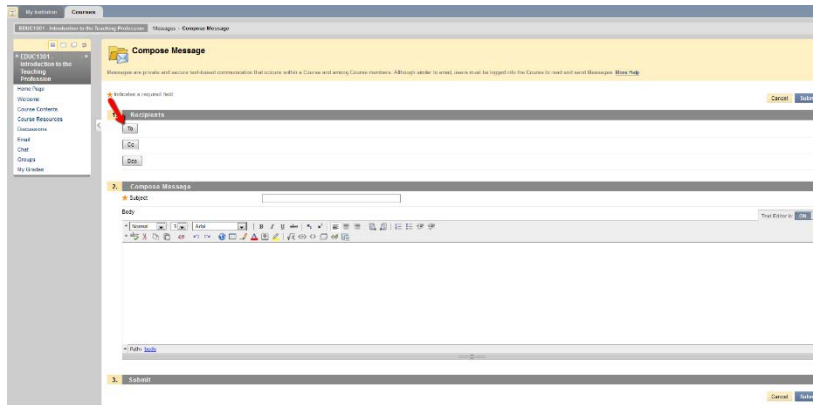


2. Creating and Sending a Message

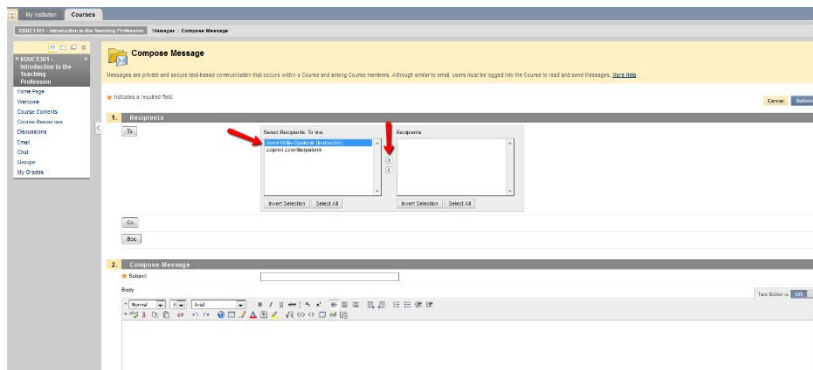
- a. Click the Create Message button.



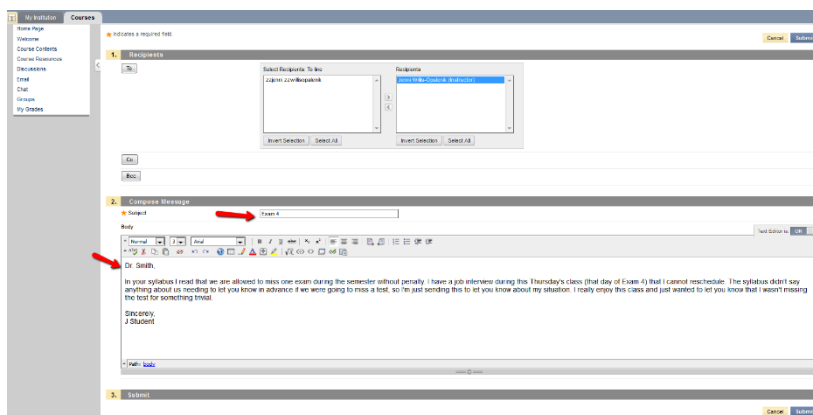
- b. At the Compose Message screen, you must first specify the course member (instructor, TA/RA, student) who should receive your message. To get started, click the To button.



- c. The members of the course (including your instructor and any teaching/research assistants) will appear in a list under the “Select Recipients: To line” heading. Click on the name of the individual who should receive the email and then click the right-arrow button to move their name into the “Selected” box.



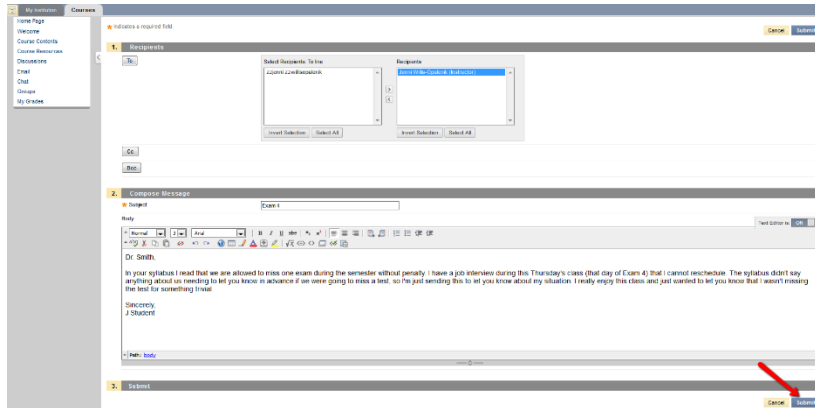
- d. Type a Subject for the email in the space provided and then type your message.



NOTE: It is a good idea to keep in mind that the Email feature is generally used by instructors for course-related communication. As such, students are advised that many instructors object to using “casual,” non-scholarly language in email

correspondence. As a general rule, students are encouraged to avoid using “text/IM speak” (e.g., OMG, IMHO) and that scholarly grammar and punctuation be employed in Blackboard emails and messages.

- e. Once you have reviewed your message and are ready to send it, click the Submit button.



You will then be returned to the Messages screen, where a message in the green area at the top of the screen will advise you that the email has been sent.

