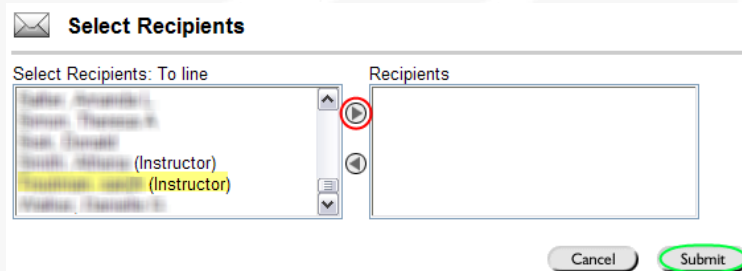


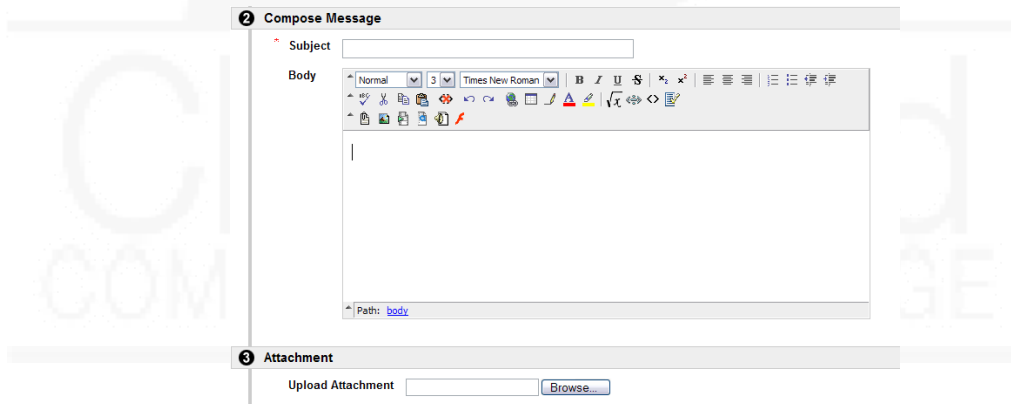


SEND A MESSAGE IN BLACKBOARD P.1

1. Login to Blackboard.
2. Click on the course.
3. Click Communication > Messages > New Message .
4. Click To .
5. In the left box scroll until you see your instructors name (highlighted in the image below), it will also have Instructor in parenthesis out beside it. Click the top right pointing arrow that is between the boxes (circled in red in the image below) to move the instructors name to the Recipients box on the right. Then click Submit (circled in green in the image below).



6. Enter a subject in the subject text box (this is required). Then type a message in the Body box. If you need to upload a file or assignment you can do that within the Attachment header by clicking Browse and navigating to the file that you wish to attach.



7. Once you have completed all of the above steps scroll down to the bottom of the page and click Submit .