Blackboard Course – Send Message

The following steps show how you can send messages to your students from within your Blackboard Learn Ultra course.

Steps on how to send messages:

1. Go to your Blackboard course.
2. Click on “Messages” on the top menu bar.

A close-up of a message

Description automatically generated

1. Click on “New Message”.

A screen shot of a computer

Description automatically generated

1. Select who you want to be the recipients of the message.

A red line with black text

Description automatically generated

1. You can choose to also send the message as an email by clicking on the dedicated check box.

A screenshot of a computer

Description automatically generated

1. Use the dedicated space to write your message.

A screenshot of a computer

Description automatically generated

1. Click “send” at the bottom right of the screen.

A red arrow pointing to a black box

Description automatically generated