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.



1. Click on “New Message”.



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



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



1. Use the dedicated space to write your message.



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

