

Faculty Tutorial: Create and Send Course Messages within MyHills

Purpose: To show faculty how to access, create, and send "Course Messages."

IMPORTANT: Email is the recommended form of communication in MyHills. Therefore, "Course Messages" is disabled by default. Before messages can be used in a course, instructors must enable "Course Messages." For instructions on how to enable "Course Messages" and add a "Course Messages" link to the "Course Menu," please see the tutorial "Enable Course Messages."

From within a course in MyHills, click the "**Course Messages**" link located toward the bottom of the **blue** "Course Menu."



The "Course Messages" page will open.

MyHills Courses C	Ils Community College
1 Course Messages	
+	Course Messages Course Messages are private and secure text-based communusers must be logged into the course to read and send messa
Before You Begin Syllabus and Schedule Faculty Information	Create Message

Click "Create Message" to create a new course message.

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Faculty Information	Folder

The "Compose Message" page will open.

MyHills Courses C	Ils Community College
♠ ♥ Course Messages > Con	npose Message
+	Compose Message Course Messages are private and secure text-based communus users must be logged into the Course to read and send Mess

Under "Recipients," click the "To" button.



In the box that appears, click the name(s) of the student(s) (which will highlight them) to which you would like to send the message. Hold down the Control (Ctrl) key on your keyboard as you click, to select more than one name.

Then, click the right-facing arrow.

Note: If you would like to send the message to everyone in the "Available to Select" box, click the "Select All" button located below the "Select Recipients" box.

Select Recipients: To line	Recipients	
Sam Beckett		
Myka Bering		
Walter Bishop		
Leroy Brown		
Ferris Bueller		
Sheldon Cooper		
Anthony DiNozzo		
Claudia Donovan		
Olivia Dunham		
Charlie Eppes 🗸		
Invert Selection Select All	Invert Selection Select All	

The names you selected should now appear in the "Recipients" box.

Sam Beckett Aller Myka Bering Walter Bishop Leroy Brown Censi Biye	
Leroy Brown	
Ferris Bueller E Stuart Dent	
Sheldon Cooper Charlie Eppes	
Anthony DiNozzo	
Olivia Dunham	
Atticus Finch	
Amy Fowler	
Cameron Frye	
Jean Grey	
Invert Select All Invert Select All	

If you would like to remove a name from the "Recipients" box, click the name you would like to remove (which will highlight it). Then, click the left-facing arrow.

Select Recipients: To lin	e	Recipients				
Sam Beckett	<u>^</u>	Irene Adler Malter Richon		-		
Leroy Brown		Kensi Blye				
Ferris Bueller	E	Stuart Dent				
Anthony DiNozzo		Channe Eppes				
Claudia Donovan						
Olivia Dunham Atticus Finch						
Amy Fowler						
Cameron Frye						
Jean Grey	-					
Invert Selection Select	t All	Invert Selection	Select All			

You can also "Cc" (carbon copy) or "Bcc" (blind carbon copy) students by clicking the appropriate button. A "Select Recipients" box will open once the button is clicked. Follow the steps given above for selecting recipients.

Next, type the title of the message in the "Subject" box.

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Then, type your message in the "Body" box.



You can edit your message using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

Rody	Class Presentations		
ΤΤ <u>Τ</u>	∓ Paragraph ▼ Arial ▼ 3 (12pt)	• = • = • T • • • •	Q i 2
X D D	Q 16 17 프 프 프 프 프 프 프 T T _x	0 25 M T	
ف 🌒 🙍	D f _x ¶ " © 🕃 ‡ 🏼 🖷 🖼 🖽	🔠 🖽 📰 🔲 🔲 нтмL 🔂 Тoggle Spell Checker	
Good morn Since scho See you Th	ng, il was canceled today due to weather, your pi ursday!	esentation will be on Thursday instead.	

Once you are ready to send your message, click "Submit."

	•
Cancel	Submit

A green "Success..." message will appear at the top of the "Course Messages" page.

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MyHills Courses C	ommunity
n Course Messages	
+ 📃 🗏 🖬 💷 🖒 îi	Success: Message sent to one or more recipients
 MyHills Training: Tutorials Course Home 	Course Messages
Before You Begin	Course Messages are private and secure text-based comm email, users must be logged into the course to read and sen

An "Inbox" and a "Sent" folder are located on the "Course Messages" page.

ourse Messages mail, users must	are private and secure text-based com be logged into the course to read and s	munication that occurs within a course and end messages. <u>More Help</u>	among course members. Although similar to
reate Message			
	Folder	Unread	Total
	Inbox	1	ĩ
~	Sent	0	1

The number of unread messages in each folder will be listed in the "Unread" column and the total number of messages will be listed in the "Total" column.

ourse Messages ar nail, users must be	e private and secure text-based com logged into the course to read and s	nunication that occurs within a course and end messages. <u>More Help</u>	l among course members. Although similar to
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	Folder	Unread	Total
	Inbox	.1	Ĩ
	Sent	0	1

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ourse Messages a nail, users must l	ure private and secure text-based com be logged into the course to read and s	munication that occurs within a course and end messages. <u>More Help</u>	l among course members. Although similar to
reate Message	Folder	Unread	Total
• •	Inbox	1	1
	Sent	0	1

Click the title of the folder to view messages within that folder.

The "Folder" page will open.

nail, users :	nust be logged	e and secure text-ba into the course to re	sed communication that occurs with ad and send messages. <u>More Help</u>	n a course and among course members. Although similar to
reate Mess	ige			
Mark	Delete			
Mark	Delete Status	Sender	Subject	Date 🖂
→ Mark	Status	Sender Stuart Dent	Subject Re:Class Presentations	Date Wednesday, March 13, 2013 11:51 AM

An unread message will have an unopened envelope icon under "Status." Click the "Subject" of a message to open the message.

ightarrow	Mark 💝	Delete					
	ŋ	Status	Sender	Subject	Date 🗢		
			Stuart Dent	Re:Class Presentations	Wednesday, March 13, 2013 11:	51 AM	
L-> [Mark 😸	Delete					
					Displaving 1 to 1 of 1 items	Show All	Edit Paging.

The "View Message" page will open.



After reading the message, you may "Reply," "Forward," "Delete," or "Print" the message. Once you are finished viewing the message, click "**OK**."

Course Messages are private and secure text-based communication that occurs within a	course and amona course members. Although similar to
email, users must be logged into the course to read and send messages. <u>More Help</u>	course and among course memoerstrained gri similar to
Reply - Forward Delete	
rom Stuart Dent	
o Jordan Mentor C	
Sent Wednesday, March 13, 2013 11:51 AM Subject Re:Class Presentations	
Great! Thanks for the update, Professor Mentor!	
Original Message Sent on:Wednesday, March 13, 2013 11:46 AM	
Good morning,	
Since school was canceled today due to weather, your presentation will be on Thursday instead.	
See you Thursday!	
Prof. Mentor	

Congratulations! You now know how to create, send, and read Course Messages within MyHills!

– Office of Online Learning -

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u> ©Indian Hills Community College | <u>www.indianhills.edu</u> | Page 9 of 9