

Compose Message (M-1)

Notes

Messages

Messages / Compose

Compose a Message

Required items marked with *

Why are some registered students missing from the recipients list?

* To

All Participants
Assistant Role
Instructor Role
Student Role
Group 1
Group 2

Send Cc

☐ Send a copy of this message to recipients' email address(es)

Label

Normal ▼

* Subject

Message

Source

Style

Format

Font

Size

- "Send Cc" option is controlled by the Messages Settings (See M-2) and is either hidden or shown based on the setting
- Checking the box for "Send a copy..." means that the message will be sent through Oncourse, but will also be sent to the recipients' email address(es)
- Leaving the box unchecked will send the message only to the recipients' Oncourse message center

- Default textarea

Compose Message (M-1 cont.)


Notes

The screenshot shows a 'Compose Message' interface. At the top left, the text 'Attachments' is followed by 'No attachments yet' and a button labeled 'Add Attachments'. Below these are two buttons: 'Send' and 'Cancel'. A vertical scrollbar is located on the right side of the screen. An orange line originates from a dot on the 'Cancel' button and points towards the scrollbar.

- "Send" publishes the message with the options selected and returns the instructor to the Messages main screen
- Alerts may include those for required aspects:
 - "You must select a recipient before you may send this message."
 - "You must enter a subject before you may send this message."
- "Cancel" discards changes and returns instructor to Messages main screen

Messages Settings (M-2)

Notes

 Messages

Messages – Settings

Allow sending copies to recipients' email address(es):

Yes

No

Auto Forward Messages:

Yes

No

Email address for forwarding:

Save Settings

Cancel

- Instructor arrives at this page by selecting the Messages tool and the "Settings" submenu item
- "Yes" selected by default
- "Yes" means the "Send Cc" option will be visible on the Compose Message screen and sending a copy is enabled
- "No" means the "Send Cc" option will be hidden and sending a copy is disabled
- "Save Settings" applies the selected settings and returns instructor to Messages tool main screen
- "Cancel" discards the changes and returns instructor to Messages tool main screen