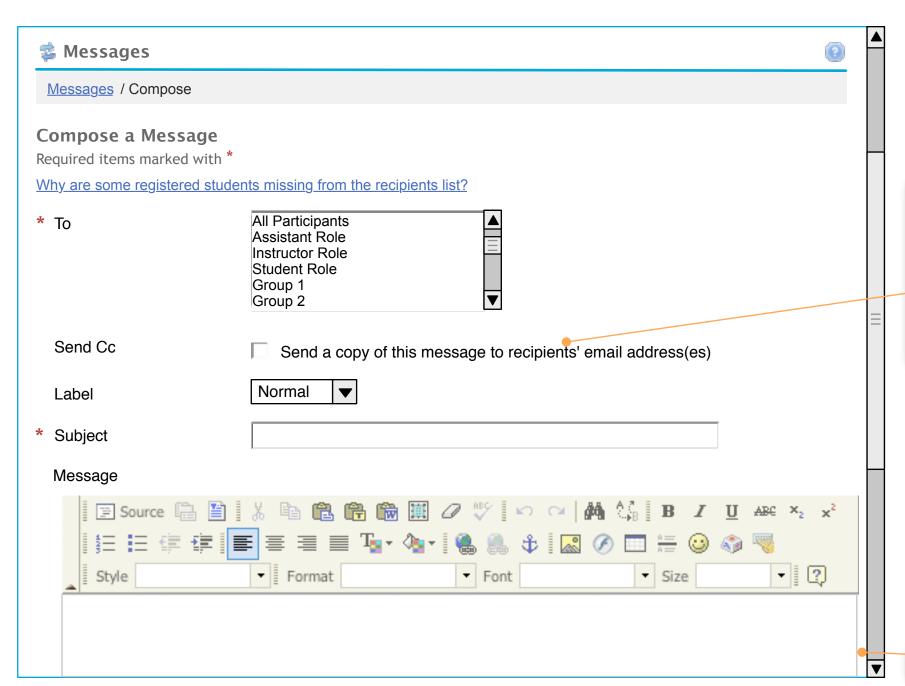
Compose Message (M-1)



Notes

- "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

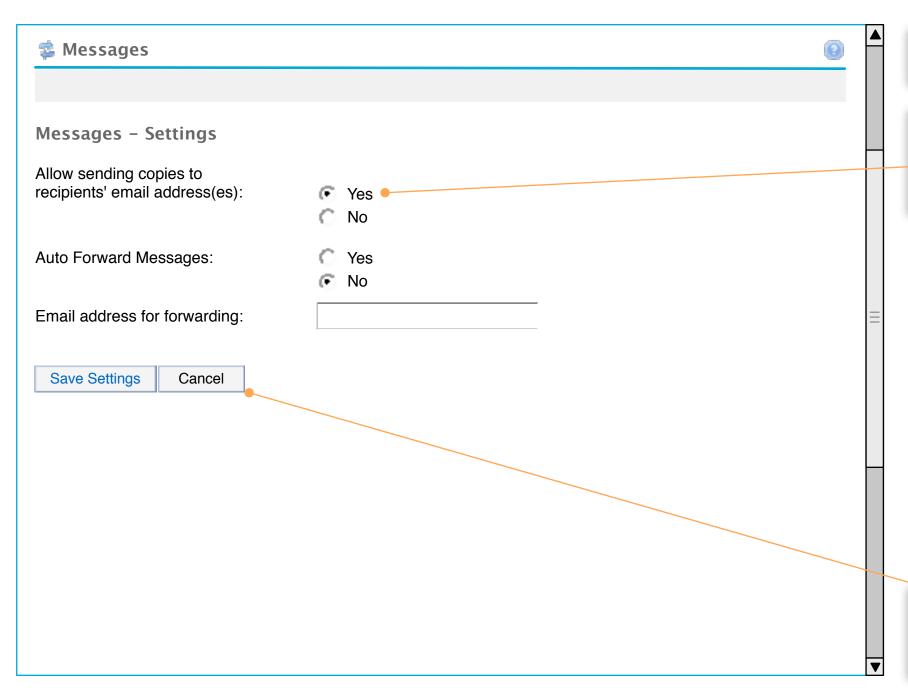
- "Send" publishes the message with the options selected and returns the instructor to the Messages main screen
- Alerts may include those for required aspects:

"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

- Instructor arrives at this page by selecting the Messages tool and the "Settings" submenuitem
- "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