

How do I send a message to all course users in the Inbox as an instructor?

You may be able to use the Inbox to send a message to all users in a course, all users in a specific role, or all users in a group.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

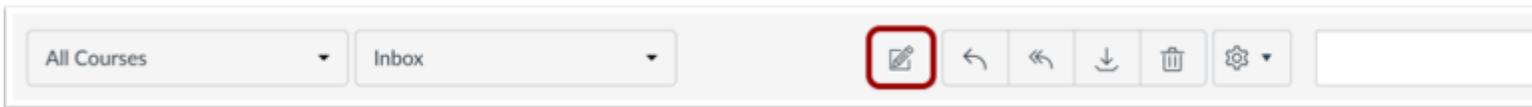
- Messaging all users is a course permission. If you cannot send a message to all users, your institution has restricted this feature.
- Once your course has concluded, you cannot send a message to all users. However, you can still respond to messages from users with the Teacher, TA, and Designer roles in concluded courses.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot access a course unless it is published.

Open Inbox



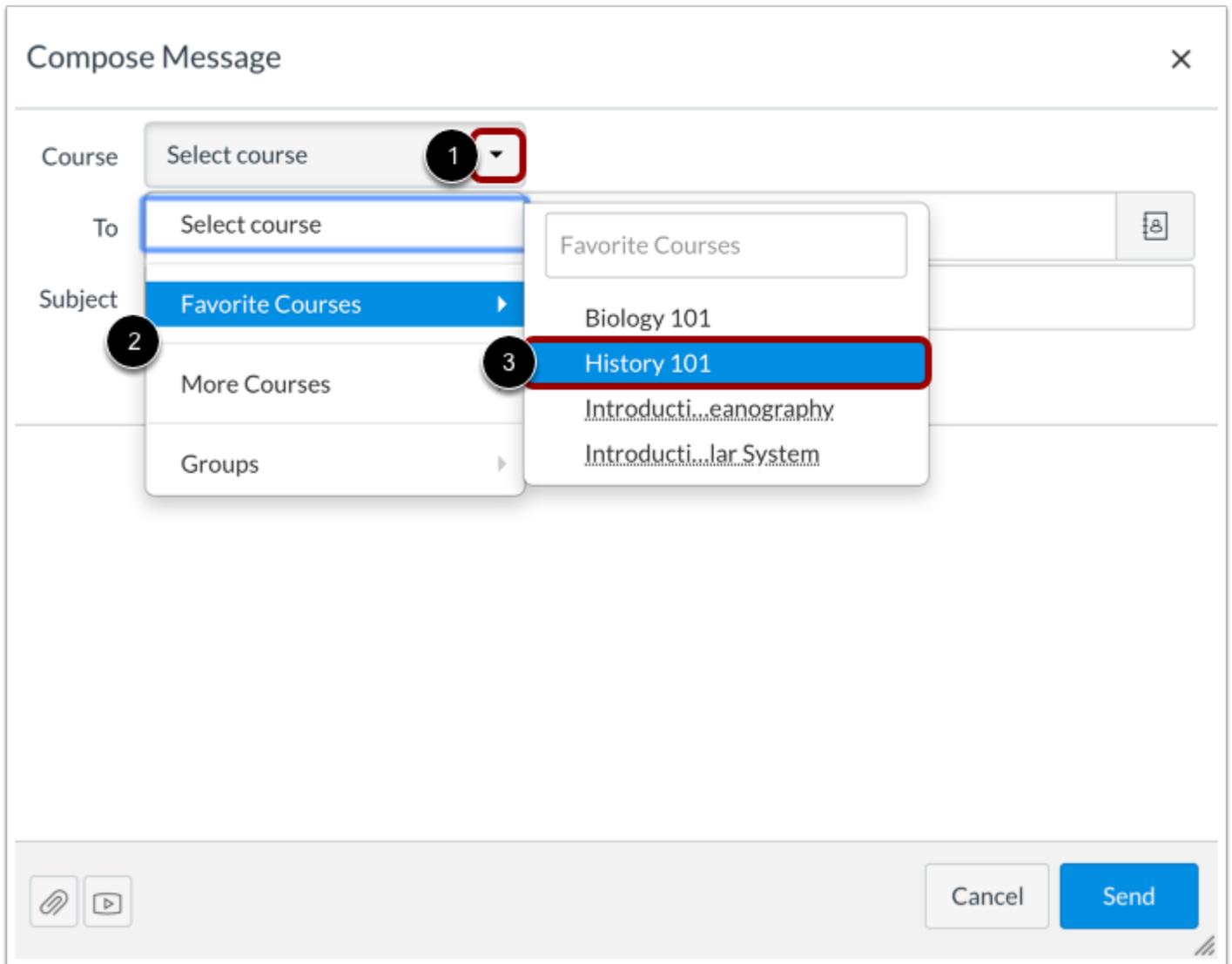
In Global Navigation, click the **Inbox** link.

Compose Message



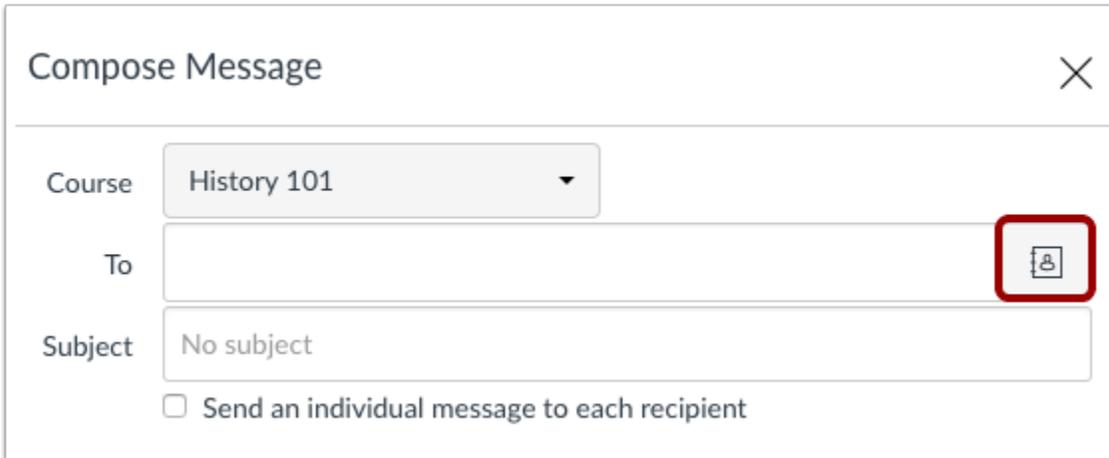
Click the **Compose** icon.

Select Course



Click the course drop-down menu [1], and select either Favorite Courses or More Courses [2] then select the course where you want to send a message [3].

Open Address Book



Compose Message ✕

Course History 101 ▾

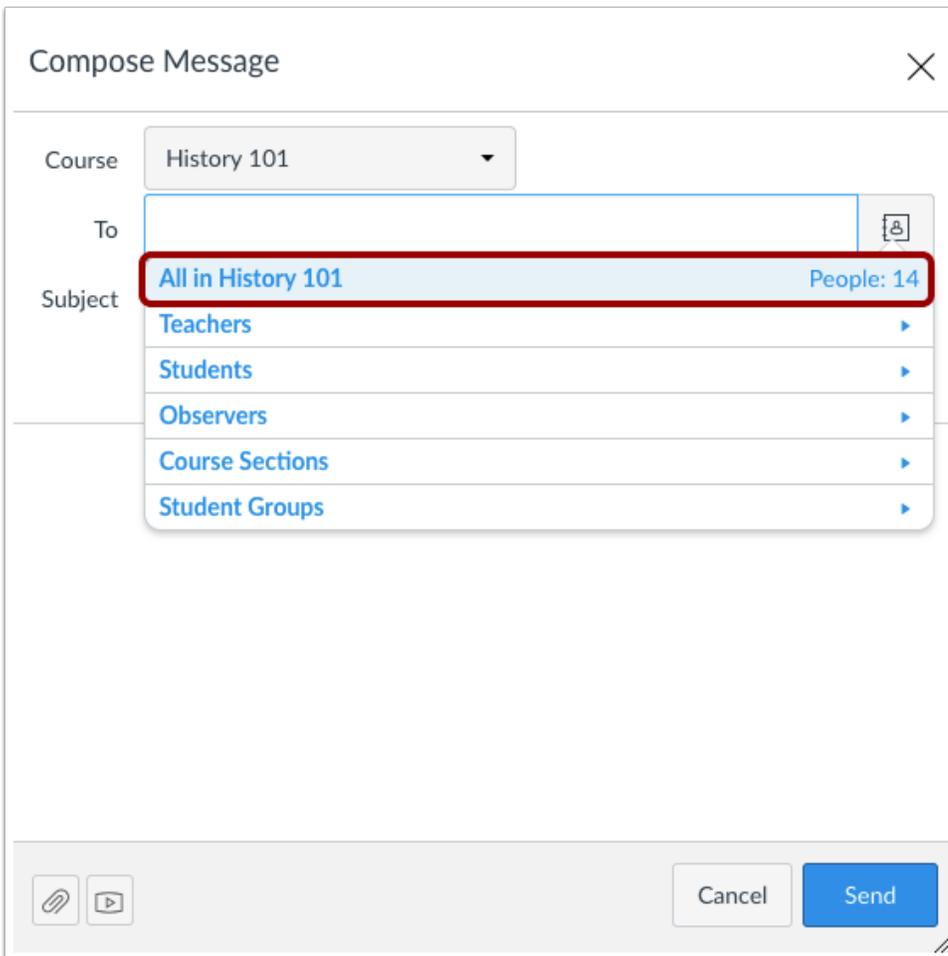
To 

Subject No subject

Send an individual message to each recipient

Click the **Address Book** icon.

Select All Users in Course



Compose Message ✕

Course History 101 ▾

To 

Subject **All in History 101** People: 14

- Teachers ▶
- Students ▶
- Observers ▶
- Course Sections ▶
- Student Groups ▶

  Cancel Send

Select the option for all users in the course.

Select User Role

The image shows two screenshots of a 'Compose Message' dialog box. The first screenshot shows the 'Subject' dropdown menu with 'Students' selected, indicated by a red circle with the number '1'. The second screenshot shows the 'Subject' dropdown menu with 'All in Students' selected, indicated by a red circle with the number '2'. The 'All in Students' option shows a list of names: Emily Boone, Jessica Doe, Max Johnson, Bruce Jones, Joe Rogers, Nora Sanderson, and Jane Smith. The 'People: 7' count is also visible next to the 'All in Students' option.

Compose Message

Course History 101

To

Subject All in History 101 People: 14

Teachers

1 Students

Observers

Course Sections

Student Groups

Compose Message

Course History 101

To

Subject Back

2 All in Students People: 7

Emily Boone

Jessica Doe

Max Johnson

Bruce Jones

Joe Rogers

Nora Sanderson

Jane Smith

To send a message to all members with a specific user role, click the name of that role [1] and then click the link for all users with that role [2].

Select Group

The image displays three sequential screenshots of a 'Compose Message' dialog box, illustrating the steps to select a specific student group for a message.

Step 1: The 'Course' is set to 'History 101'. The 'Subject' dropdown menu is open, showing options: 'All in History 101' (14 people), 'Teachers', 'Students', 'Observers', 'Course Sections', and 'Student Groups'. The 'Student Groups' option is highlighted with a red box and a circled '1'.

Step 2: The 'Subject' dropdown menu is open, showing options: 'Back', 'Group 1', and 'Group 2'. The 'Group 1' option is highlighted with a red box and a circled '2'.

Step 3: The 'Subject' dropdown menu is open, showing options: 'Back', 'All in Group 1' (4 people), 'Emily Boone', 'Jessica Doe', 'Max Johnson', and 'Bruce Jones'. The 'All in Group 1' option is highlighted with a red box and a circled '3'.

To send a message to all members with a specific group, click the Student Groups option [1], click the name of the group [2], and then click the link for all users in the group [3].

Send Message

The screenshot shows a 'Compose Message' window. At the top, the title is 'Compose Message' with a close button (X). Below the title bar, there are several fields: 'Course' is set to 'History 101'; 'To' is set to 'History 101' with a group icon; 'Subject' is 'Due Date Change'. Below the subject field is a checkbox labeled 'Send an individual message to each recipient'. The message body contains the text: 'Hi everyone,', 'Please note the new due date for the midterm project.', and 'Thanks'. At the bottom, there are icons for attachments and media, and two buttons: 'Cancel' and 'Send'.

In the subject line field [1], enter a subject line for your message.

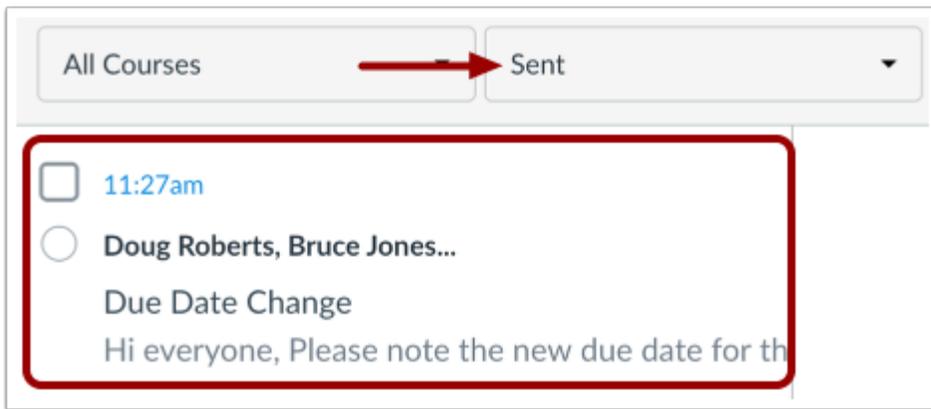
If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. Note that if you include a URL in your message, the URL will automatically become a clickable link after you send the message.

If you want to include an attachment or media file, click the attachment or media file icons [4].

When you are finished, click the **Send** button [5].

View Message



Your message will appear at the top of your Sent folder. When someone replies to your message, the message will be shown in the Inbox.

Note: You can reply to the recipient or reply-all to everyone in the class.