

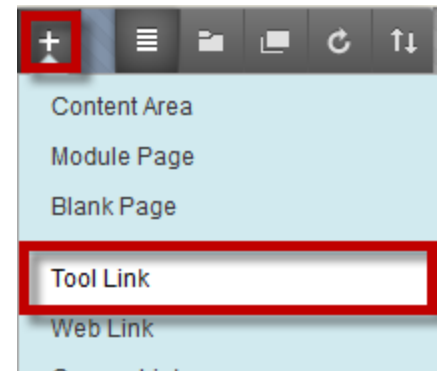
Tunxis Distance Learning Documentation

How to Add the “Course Messages” Tool to Your Course Menu

The **Course Messages** tool provides an “email-like” environment that allows for communication between users in a course. Accounts are automatically created for each member of the course. Messages can be sent, received and are kept in the course they are associated with.

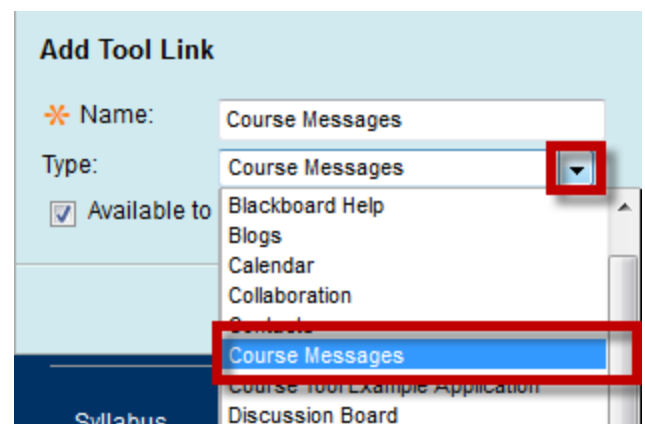
To add the “Course Messages” tool to your course menu:

1. Hover over the plus (+) sign in the menu.
2. Choose “Tool Link”
3. Select “Course Messages” by clicking on the drop down arrow next to the “Type” of tool category drop box.
4. Type the Name = “Course Messages”



****Please do NOT name these tools anything OTHER THAN their actual tool names: “Course Messages”.**

Students must learn the new tool names so that when they use the various online support resources they know which tool to reference in order to receive support that is reflective of the appropriate tool.



5. Check off the option to make the Tool Link “Available to Users”.
6. Click Submit.

