

# Messages- Transcript

In Blackboard Learn with the Ultra Experience, you can access messages for all your courses in one location. Let's take a look.

You can access messages for both Original and Ultra courses on the Messages page. First, let's take a look at how a message in an Original course appears. Now, let's take a look at a message in an Ultra course.

In both course views, you can easily send a reply, in the original view you can click on the top left, and in Ultra view at the bottom right.

Send new messages. To send a new message, select "New Message" icon. In the Original Course View, select "To." A list of all course members appears. In the first box, select the recipients, and select the right-pointing arrow to move them to the Recipients box.

In the Ultra Course View, begin typing and a list of names pop up. Additionally, you have the option to send an email copy to recipients who have associated an email address with their account.

Messages options.

If you need to clean up your messages, simply delete any messages you don't need anymore. In the Original view messages, you need to open the message to access the delete action. In Ultra view messages, click on the delete icon and delete the message.

An identifiable number count highlights any new messages received, so you can know if you have new unread messages.

Bulk messaging.

Finally, you can use the Bulk Messaging feature. When you access the submission page for any assignment, you will find a list of students who are assigned to that activity. You can filter or search within the roster to find specific students. To select students, simply click on the checkbox next to their names. You can select individual students or all students that have been filtered.

On the right side of the list, you will find the "Send Message" button. Once you click on it, you can modify the recipient list by adding or removing participants. Once the message is sent, it will be saved in the messages section, and each recipient will receive an individual message.