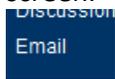


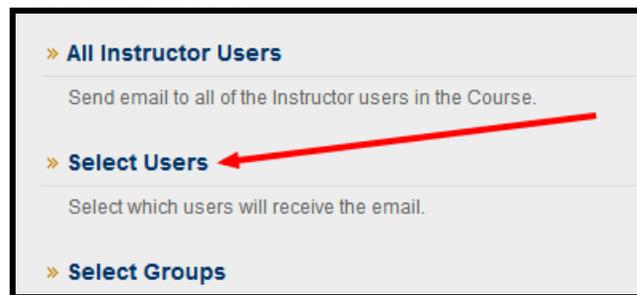
How to... Attach Files in Blackboard Learn Email, Messages, Discussions, and Assignments

E-Mail

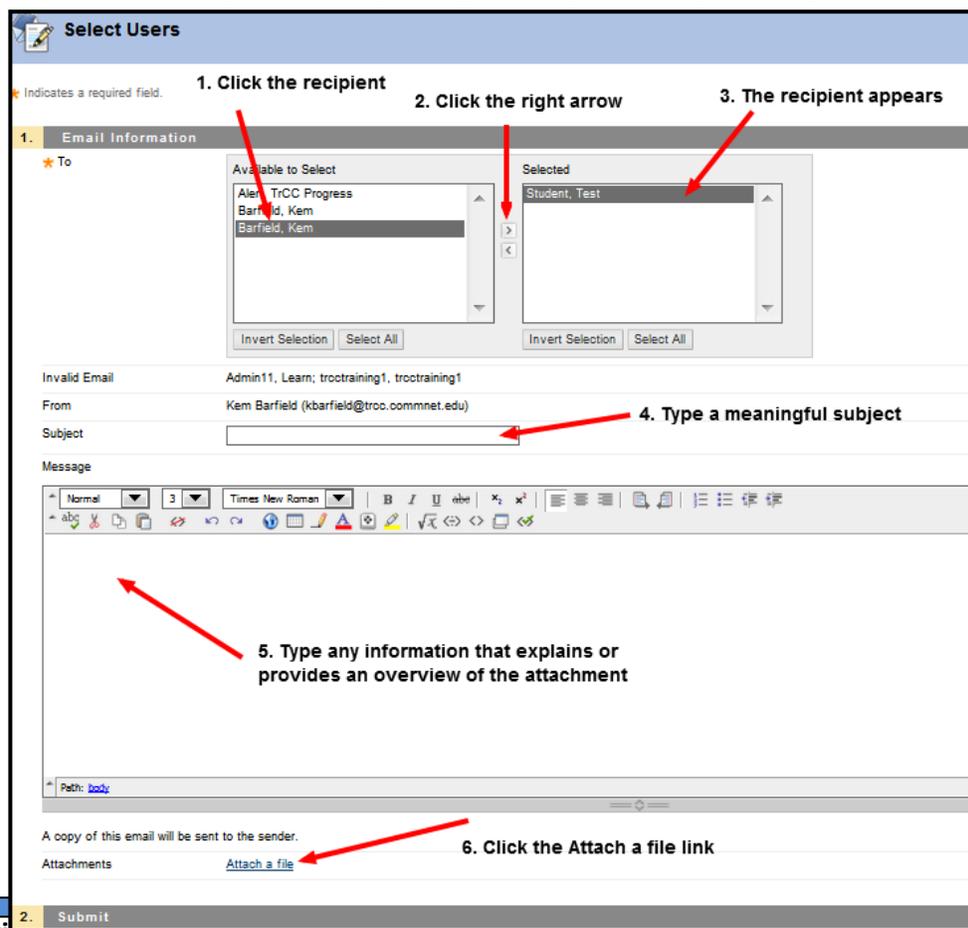
1. Launch the **Email** by clicking the icon from the **Menu** frame found on the left side of the screen.



2. From within the Send Email page, click the "**Select Users**" link. If you click any links above this one you will be emailing multiple recipients.
3. This will launch a new e-mail window.



4. Select a recipient for the message; add a subject; type a subject; and type a subject as shown.



Select Users

Indicates a required field.

1. Click the recipient 2. Click the right arrow 3. The recipient appears

1. Email Information

★ To

Available to Select

Alex TrCC Progress
Barfield, Kem
Barfield, Kem

Selected

Student, Test

Invert Selection Select All Invert Selection Select All

Invalid Email Admin11, Learn; troctraining1, troctraining1

From Kem Barfield (kbarfield@trcc.commnet.edu)

Subject

4. Type a meaningful subject

Message

Normal 3 Times New Roman B I U ebe x₂ x²

5. Type any information that explains or provides an overview of the attachment

Path: body

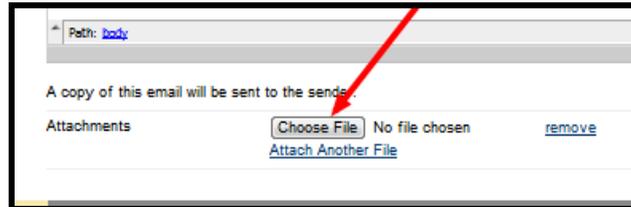
A copy of this email will be sent to the sender.

Attachments [Attach a file](#) 6. Click the Attach a file link

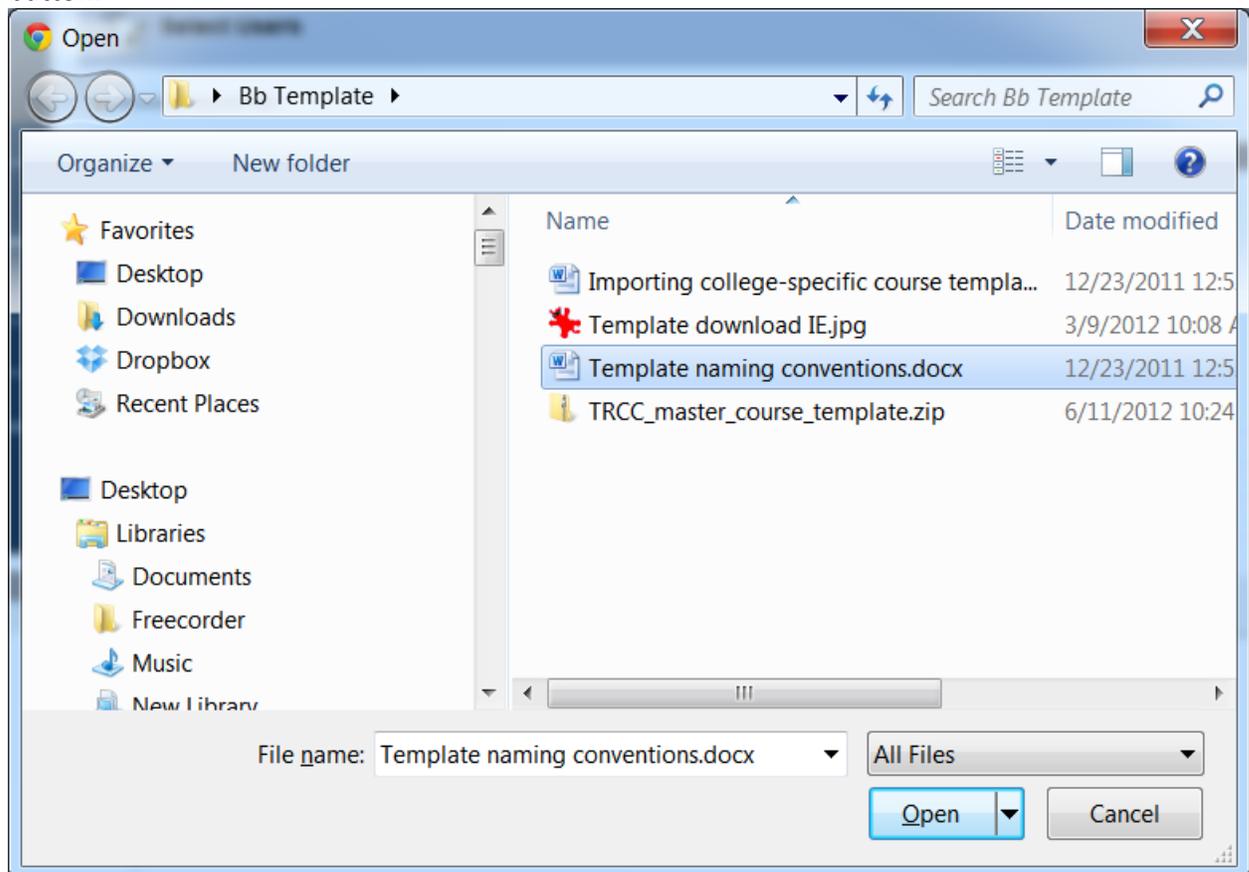
2. Submit

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- It is important to note that all recipients' name(s) should appear in the "Selected" box.
- Click the "**Choose File**" button to get the Open dialog box which allows you to search your files.



- Find the file you wish to upload. Then select it by clicking. Then click the "**Open**" button.



- This will place a part of the file name on the Attachments line.

How to... Attach Files in Blackboard Learn Email, Messages, Discussions, and Assignments

9. Click the "Submit" button either at the top right or bottom right-portion of the



screen.

10. When the e-mail has been successfully sent, you will receive the submission complete banner. You may close this banner by clicking its Close (x) button.

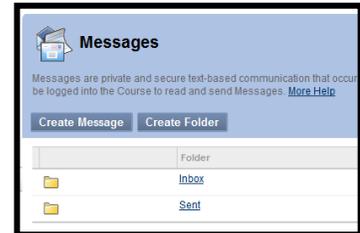
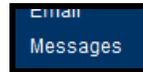


11. It is important to note that emails sent using Email are not retained in Blackboard.

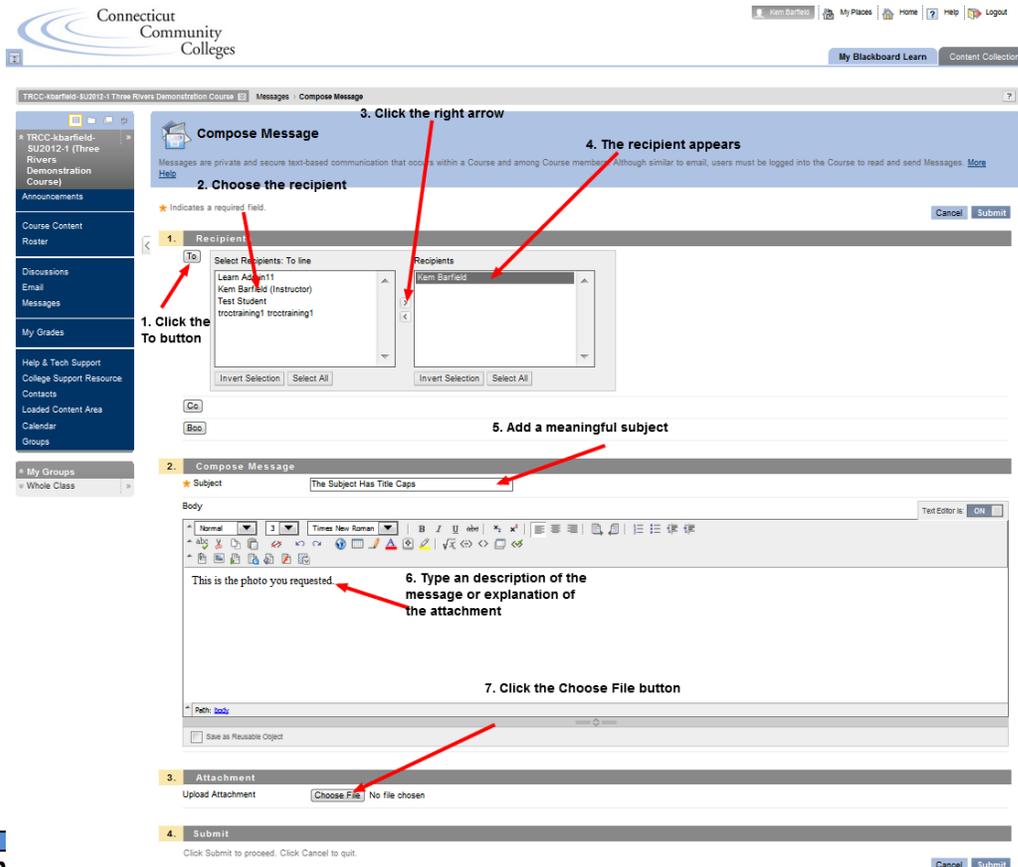
Messages

1. Launch the **Messages** by clicking the icon from the **Menu** frame

found on the left side of the screen.



2. From within the Messages page, click the "Create Message" button.



Connecticut Community Colleges

Kem Barfield My Places Home Help Logout

My Blackboard Learn Content Collection

TRCC-Barfield-SU2012-1 Three Rivers Demonstration Course Messages Compose Message

Compose Message

Messages are private and secure text-based communication that occur within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

2. Choose the recipient

1. Click the To button

3. Click the right arrow

4. The recipient appears

5. Add a meaningful subject

6. Type a description of the message or explanation of the attachment

7. Click the Choose File button

Subject: The Subject Has Title Caps

Body: This is the photo you requested.

Attachment: Upload Attachment Choose File No file chosen

Submit

Click Submit to proceed. Click Cancel to quit.

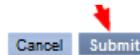
Cancel Submit

How to... Attach Files in Blackboard Learn Email, Messages, Discussions, and Assignments

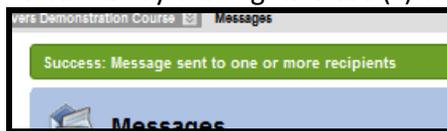
- Follow the process on the Compose Message page to build the message, similar to Email.
- Click the **"Choose File"** button to get the Open dialog box which allows you to search your files.
- This will place a part of the file name on the Upload Attachments line. Unlike Email only one file can be attached to a Message.



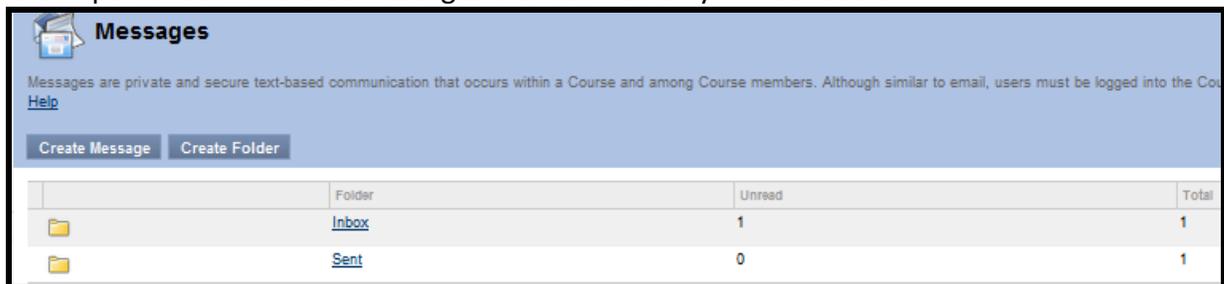
- Click the "Submit" button either at the top right or bottom right-hand portion of the screen.



- When the message has been successfully sent, you will receive the submission complete banner. You may close this banner by clicking its Close (x) button.

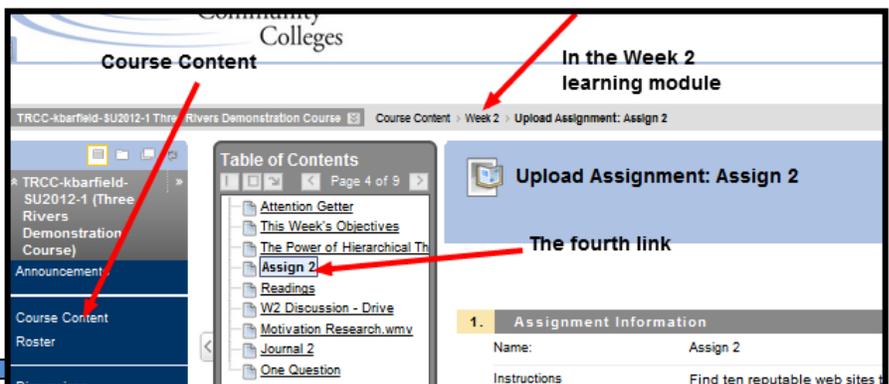


- It is important to note that messages are retained only in Blackboard.



Assignments

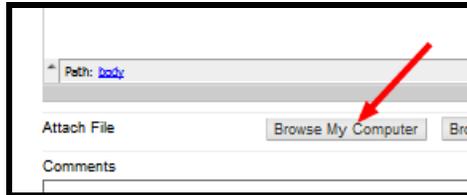
- Click the link that will display the Assignment (frequently an Assignment link on the Menu, within the Course Content area or embedded in a learning module). In this example the assignment is named



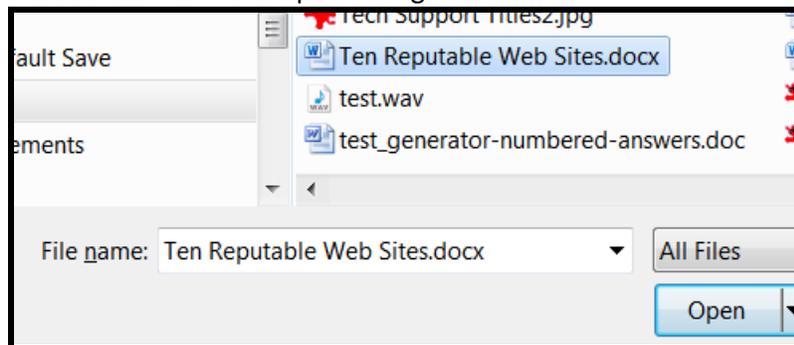
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Assign 2 and is found in a learning module that is within the Course Content.

2. On the Upload Assignment page, type an explanation in the Submission box. Then click the Browse My computer button



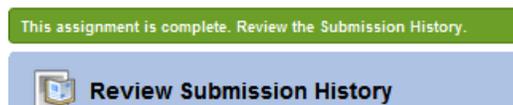
3. Navigate to the desired file in the Open dialog box.



4. Double clicking will place the file.



5. Click the "Submit" button
6. You will see a confirmation on the green banner.



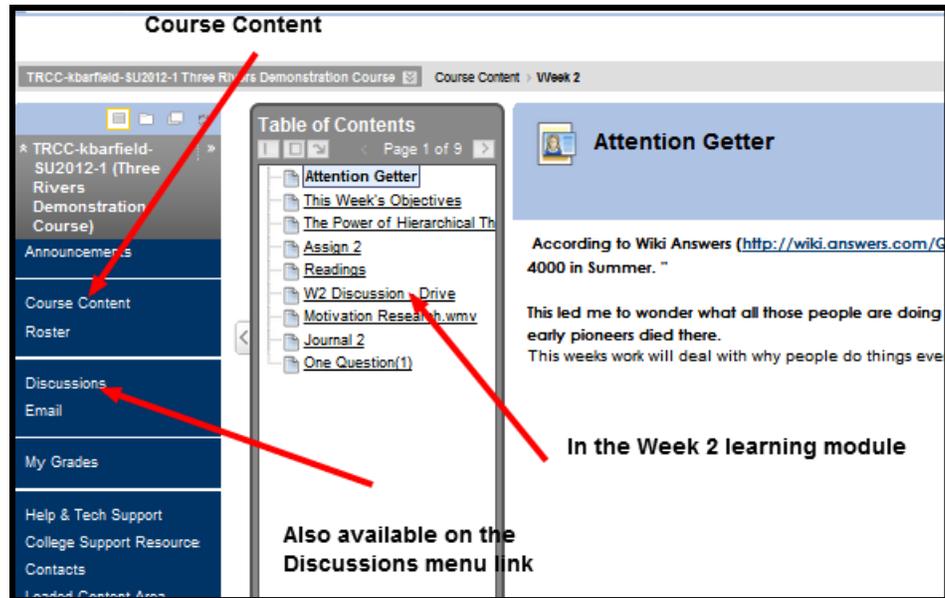
7. **DO NOT type or paste your assignment into this box UNLESS specifically told so by your professor. The submission comment box is a place to add a short note to the Professor regarding your assignment.*

Discussions

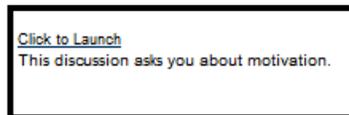
1. Discussions work similarly to Assignments.

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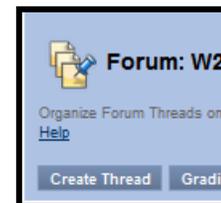
- Click the link that will display the Discussion (frequently s Discussions link on the Menu, within the Course Content area or embedded in a learning module). In this example the Discussion is named W2 Discussion – Drive and is found in a learning module that is within the Course Content. It is also available from the Discussions on the menu.



- Click the Click to Launch link.



- Click the Create Thread button.
- Fill in the Subject and Message boxes. Then click the Browse My Computer button to get the Open dialog box.



- Once you have selected your file it appears as a Selected File. You can choose to give it a different link name.



- Click the Submit button in either location. You may also choose Save as a Draft to come back and finish your answer later. You will receive a confirmation banner.

