

Course and Group Messages

Send Messages

Course and Group messages allow admins to send a Schoology message to all members of the course or group. To send a course or group message:

1. Click the course or group that you administer.
2. Click **Course [or Group] Options** from the menu.
3. Click **Send Message**.
4. Enter a subject for the message.
5. Enter your message.
6. Click **Send** to complete.

Once a message is sent, it can only be deleted from the sender's inbox. Deleting it will not delete it on the receiving end.

In addition, Course Admins can send messages from these locations:

- Gradebook
- Grading Groups
- District Mastery
- Edit a material's scores

Teachers can also message individual students wherever an envelope icon is displayed.

These messages will be sent to individual members of your course or group. When a member replies to the message, the correspondence remains private between you. For more public exchanges, where members may interact with each others' responses, you may consider using a discussion.

All Members refers to all enrolled participants listed in the Members area of the course. This option sends the message to staff enrolled as members and admins. The All Members option does not include parents associated with the members.

Search Messages

Users can search for messages from their inbox.

To search from either the Inbox or Sent Messages tab, enter a keyword in the search field, then press Enter or click the magnifying glass icon.