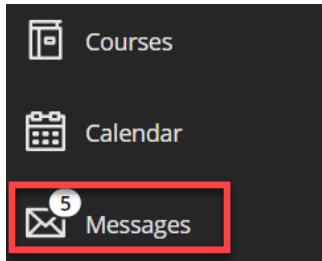


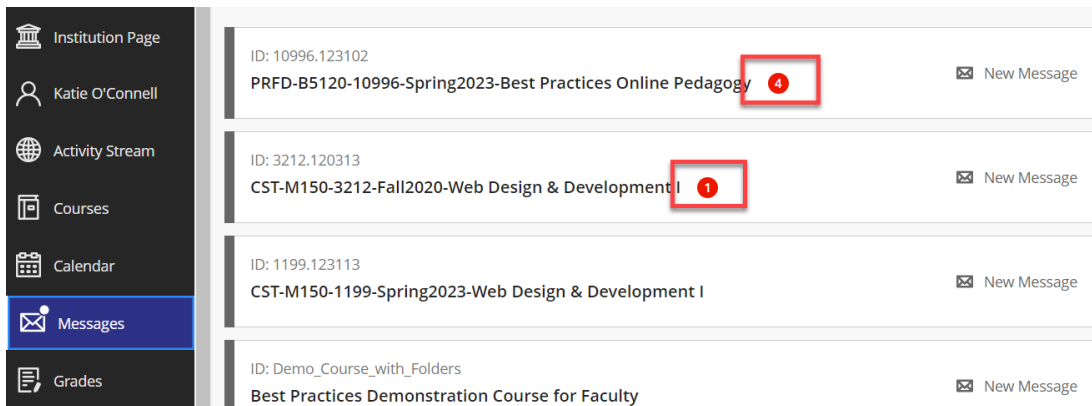
How to Turn Off Messages in Individual Courses

Many of you have asked for the ability to turn off the messages tool for individual courses. This guide will show you some of the new features in messages and show you how to turn off the tool in individual courses.

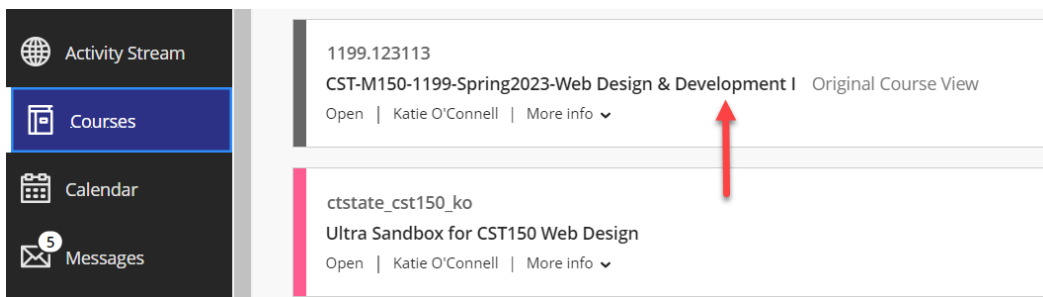
On the main navigation menu, you can see an indicator displaying the number of unread messages.



When you click on Messages, the courses that have unread Messages display at the top of the page and the indicator displays the number of unread messages. To the right of each course there is a New Message link that users can click to create a course message.

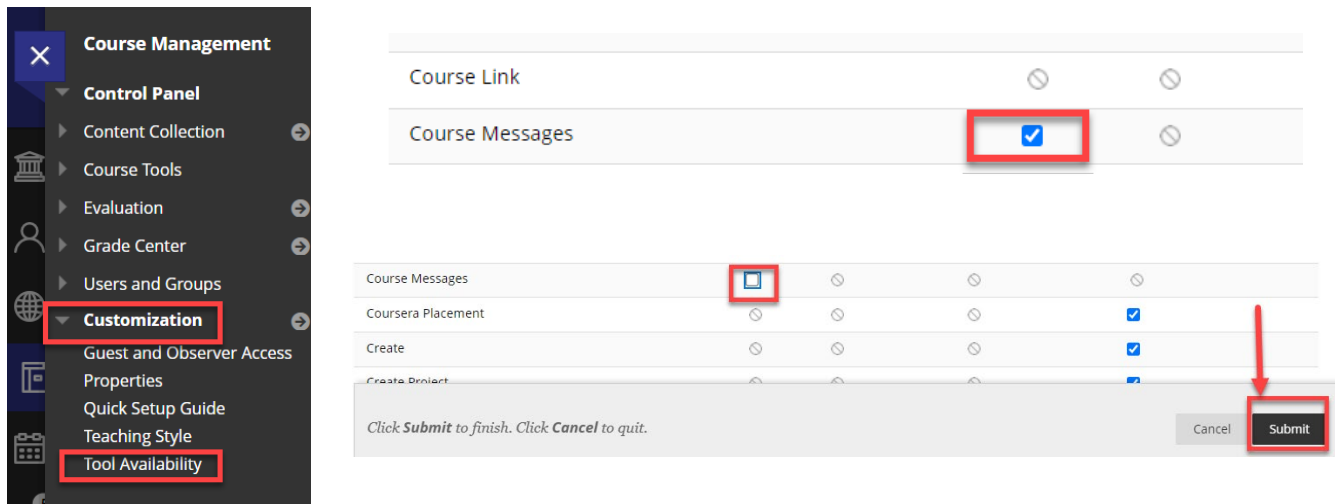


You may want to use Messages in some of your courses but if you don't, you can edit each course individually to turn off the tool. Click Courses on the navigation menu and choose a course.

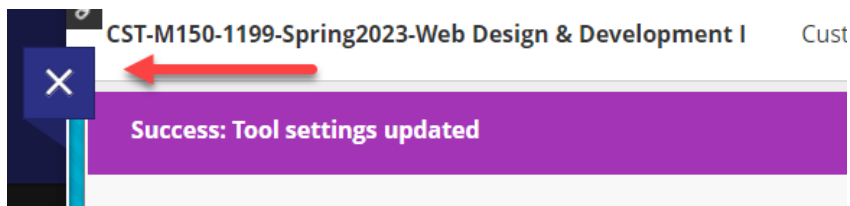


On the menu under Course Management, go to Customization and choose Tool Availability.

- Scroll down the list of tools to find Course Messages.
- Click on the box in the first column with the checkmark to remove it.
- Click Submit.

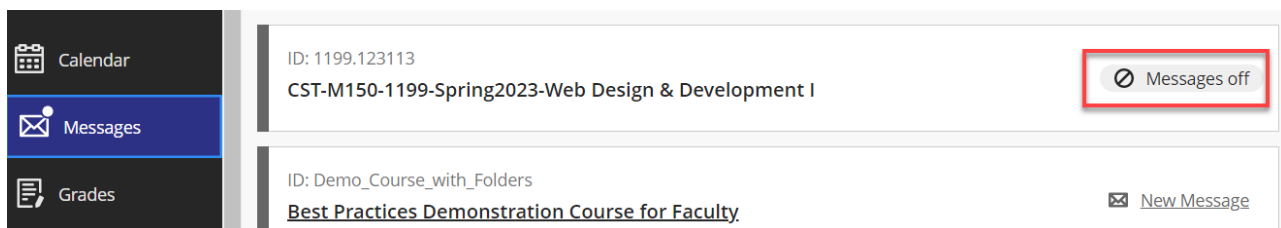


The banner at top tells us the setting has been updated. Click the X to close the course.



Click on Messages again to find the course you edited. Notice that New Message status has been changed to Messages Off. If the course is in the Upcoming Courses term, your course won't show in Messages until it is available to students.

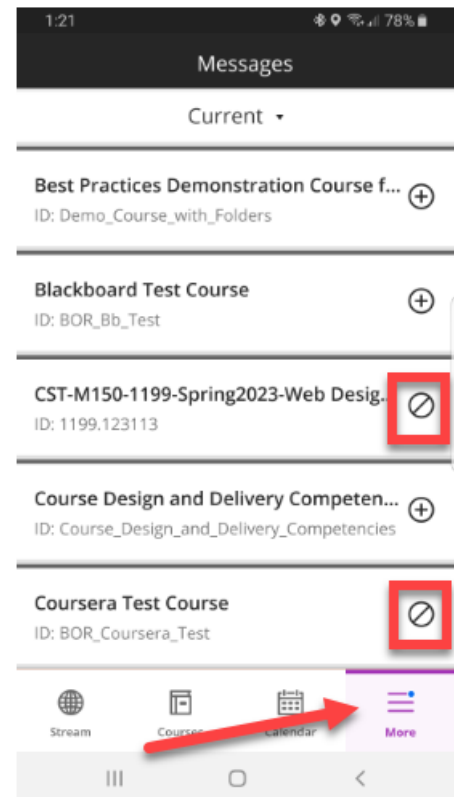
If students click the course link, they will get an error message.



In the mobile app, the Message Off status will appear as a circle with slash icon. Previously, students were able to use the app to send Messages even if Messages was not used in a course. That has been rectified and shutting off Messages in the course turns it off globally.

At the bottom of the mobile app, choose More and then Messages to view the tool status.

When students click on a course with Messages turn off, they enter the course. No error message appears.



If you want to turn off Messages in other courses, be sure to repeat these steps in each course.

If you have questions or need assistance, contact your local Ed Tech support personnel.