## 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.

Institution Page	ID: 10996.123102 PRFD-B5120-10996-Spring2023-Best Practices Online Pedagogy	☑ New Message
Activity Stream	ID: 3212.120313 CST-M150-3212-Fall2020-Web Design & Development I	🐱 New Message
Calendar	ID: 1199.123113 CST-M150-1199-Spring2023-Web Design & Development I	☑ New Message
E Grades	ID: Demo_Course_with_Folders Best Practices Demonstration Course for Faculty	🛛 New 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.

Activity Stream	1199.123113 CST-M150-1199-Spring2023-Web Design & Development L. Original Course View
Courses	Open   Katie O'Connell   More info ↓
Calendar	ctstate_cst150_ko
Messages	Ultra Sandbox for CST150 Web Design Open   Katie O'Connell   More info 🗸

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.

>	e	Course Management						
	` _	Control Panel	Course Link			$\odot$	$\odot$	
		Content Collection	Course Messages					
盫	►	Course Tools					-	
		Evaluation 😜						
8	•	Grade Center 🔊 🔊						
		Users and Groups	Course Messages		$\odot$	$\odot$	$\odot$	
€	-	Customization 🕑	Coursera Placement	0	$\odot$	$\otimes$		1
		Guest and Observer Access	Create	0	$\odot$	$\otimes$		
Ŀ		Properties	Craste Project	~	~	~		+
		Quick Setup Guide						
ee		Teaching Style	Click Submit to finish. Click Cancel to quit.				Cancel	Submit
		Tool Availability						

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

0	CST-M150-1199-Spring2023-Web Design & Development I	Cust
X	Success: Tool settings undated	
	Success. Tool sectings updated	

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.

🛗 Calendar	ID: 1199.123113 CST-M150-1199-Spring2023-Web Design & Development I	Ø Messages off
Messages		
Grades	ID: Demo_Course_with_Folders Best Practices Demonstration Course for Faculty	New 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.

1:21			* 0 %	⊿∣ 78% 🗎
Messages				
	Cu	rrent •		
Best Pract ID: Demo_C	ices Demo ourse_with_	onstrati Folders	on Course	<sup>₽ f</sup> ⊕
Blackboar	<b>d Test Cou</b> Test	urse		ŧ
CST-M150 ID: 1199.123	- <b>1199-Spri</b> 3113	ng2023	Web Desi	ig. Ø
Course Design and Delivery Competen ID: Course_Design_and_Delivery_Competencies				
Coursera Test Course ID: BOR_Coursera_Test				
Stream	Courses		endar	 More
111	-	0	<	

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.