Topic: Instant Messages Overview

Online participants can quickly find other users who are currently online and send private messages using the Instant Messages feature.

This feature allows instructors to minimize the amount of email they receive, and enables learners to communicate quickly with their peers.

The Instant Messages tool can be turned off when learners are taking an online quiz.

The Instant Messages Tool offers:

- Quick access to student and teachers who are simultaneously online
- Synchronous or Asynchronous collaboration
- Student to student or student to teacher communication

To access Instant Messages:

- From the toolbar to the left of your name, (top right red navigation bar) click The Message Alerts tab => Click Go to Instant Messages.

Instant Messages Features:

- Inbox: All messages received are displayed in Inbox.
- Friends: Contains your friends list.
- Classlist: The Users enrolled in your class are displayed here in the classlist.
- Click The View Button to Select your class.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.