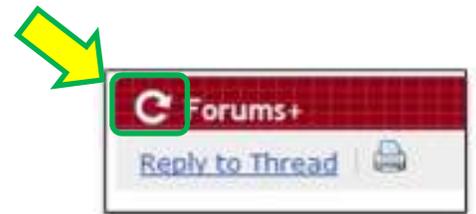# Reply Privately Feature in Forums+

Have you often wanted to send students a private message as you're reading their discussion forum posts? Maybe you want to send them a note so that they stay on topic, or maybe you want to send them a compliment about a great post they made but don't want everyone in the class to see it. You are now able to send a 'private reply' when using Isidore's Forums+ tool. The reply privately feature sends an individual student a message directly within the Forums+ tool. It uses the 'Messages' tool behind the scenes to complete and store the transaction for future review. In addition to sending the message privately to the student with Isidore, users also have the ability to send it to the student's University email address at the same time. The reply privately feature is only available to site participants who have an Instructor or Teaching Assistant role.

To take advantage of the reply privately feature, please follow the steps below:

1. Locate a specific forum post that you want to respond to.
2. Near the top of the message, you will see a "Reply Privately" link. Click on this link to compose your message.

Note: If you do not see a "Reply Privately" link, please make sure you're using the new Forums+ tool. This feature is not available with the current Forums tool. If you are using the Forums+ tool and still don't see the "Reply Privately" link, please hit the refresh button in the top bar of the Forums+ tool that looks like this:

3. A new window will appear where you can type your message to the student. The message box will be automatically populated with the student's forum post so that they know which post you are referencing in your message.

Create Private Reply Message

The "Reply Privately" feature allows Instructors and TAs to reply directly to the person who posted the message. It will NOT be posted in the Forum tool for others to see. Instead, the message will be sent using the site's "Messages" tool. A copy, once sent, will also be available to the sender in their "Sent" mail folder. The recipient will access the message in their course inbox.

To: Leah Bergman (lbergman1)

From: Leah Bergman (lbergman1)

Subject: Re: EXT_Leah_QM_Course / Instructor Announcements / Midterm Participation / Sample Lesson F

Message:

Type your message here

I've attached my sample lesson plan. What do you think?

☑ Also send a copy to recipient's university email address?

If you want to send the message to your student's University email account, keep the box checked

Send   Cancel

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4. Once you've typed your message, click on the "Send" button. The message will be sent by Isidore's Messages tool. A copy of the private messages you send will be available in your Sent folder. Students may view private messages in their Received folder in the Isidore Messages tool or in their University email if you selected the option to send a copy to the recipient's University email address.