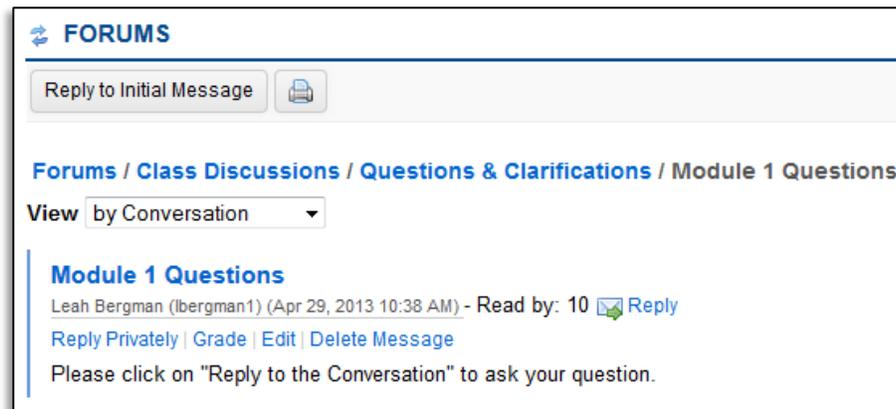


Reply Privately Feature in Forums

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.



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.

Type your message to the student here.

FORUMS

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 (leah_admin)
Subject: Re: 13_S1_EDT_634_61 / Class Discussions / Questions & Clarifications / Module 1 Questions

Message:

Please click on "Reply to the Conversation" to ask your question.

Re: Module 1 Questions

Once you've typed your message, click on the "Send" button. Before you send, you'll have the option to send this message out to the student's University email address (in addition to the Isidore Messages tool).

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

Send Cancel

- 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.

