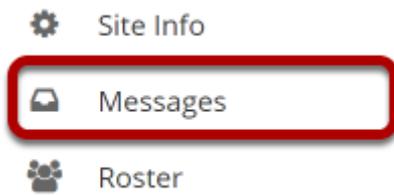


How do I determine who site participants can send a message to?

This feature gives the option to regulate each role's message composing permissions.

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Permissions.



Permissions is located below the Course Site title.

Check the corresponding boxes for desired permissions.

Permissions

Set permissions for the Messages tool

Undo changes

Permission	Instructor	Student	Teaching Assistant
Allow send to "all participants" option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all roles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to all users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to hidden groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allow send to own group role users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE

Cancel

Permissions are assigned on a role-by-role basis. For instance, to prevent a student from sending a message to "All Participants," un-check the **Student** Permission box located next to the option, **Allow send to 'All Participants' option**.

*Note: These options will be visible when clicking the "To" text box in **Compose a Message**, within the **Message** tool.*

Click Save.

SAVE

Cancel

Click **Save** or **Cancel** to quit.