

Forum: send a private message

Let's go back to the forum page. It shows the names of other students in your class who have posted comments in the forum. If you want to send a private message that is NOT posted on the forum for everyone else to see, you can click on their name.

After you click on the name, you'll see the person's profile.

In this case the person has posted an email address, but not all students allow their email address to be seen on their profile. To use the GCS website to send a message, click on "Message."

On the left side, you'll see snippets of messages you have received from other people. On the right, you'll see the messages you have sent and received from the person whose profile you clicked on. To send a new message, use the small box at the bottom of the page:

The screenshot shows a user profile for 'Fictitious Student' within a course 'NT502 The Gospels'. The profile includes a navigation menu on the left with 'Activities' (Assignments, Choices, Forums, Lessons, Quizzes, Resources) and a 'Message' button circled in red. The profile details section shows 'Email address' as 'fictitious@gmail.com', 'Country' as 'United States', and 'City/town' as 'Nochise, AZ'. A 'Miscellaneous' section lists 'Full profile', 'View all blog entries', 'Notes', 'Forum posts', and 'Forum discussions'. A 'Reports' section is also visible at the bottom.

The screenshot shows a 'Messages' interface. On the left is a search bar and a list of messages from 'Fictitious Student'. The main area displays a message from 'Fictitious Student' with a date of 'Friday, September 8, 2017'. At the bottom, there is a 'Write a message...' input field circled in red and a 'Send' button circled in blue.

Type your message into the box (the box will expand as you type), and click “Send.” The message will be posted on the website (but only they and site administrators can see it) AND it will send them an email. You cannot format the text or attach files.