Creating Private Message Folders in LearningSpace

To use private messaging in Learning Space 3.6 for the duration of the course, it will take a bit of your time for faculty housekeeping, but will pay off in having all emails related to the course stored inside the course room and not in your personal email account.

1. You will need to set up a private folder for each learner in Learning Space Course room/discussion outline through initiating a faculty posting by selecting "faculty start new topic" icon.

2. Name the topic "Private Message Folder: Learner name" Just fill in the learner's name (i.e., Jane Dolan).

3. In the next window labeled "For," use the slide bar which gives you access to the IDs of every learner in the course. Find the learner's ID by highlighting it and selecting it.

4. The third field action is the selection of the Privacy option for the folder. This excludes everyone else (except you as instructor and the specific learner) in the course from even seeing the folder.

5. The fourth field 'Assignment" can be left blank.

6. The fifth field is called "Discussion" and you can enter a message to the learner explaining the function of the private messaging folder for private communications between you and the learner. You could write the message in Word and just copy/paste it into each learner's message saving you keystrokes. Remind the learners that this private messaging feature only works for the duration of the quarter. After the course is over, the learners will have to send you email messages to your regular email account.

7. Then select the 'save and close' option for this learner or all your work will be lost.

8. Repeat the steps for each learner in the course.

Side notes: the sequence of the first three steps is very important to do accurately. The learner ID can be confusing when two learners have the same initials--you may have to ask the learner whether they are John Doe or Jane Dolan. The ID should show up in the learner's course profile. Faculty have the option to edit the learner's profile, and by opening the edit function you can see the ID for the specific learner.

How will you know when a message has been posted by a learner in a private folder? You will have to enter the course room daily to read the messages and postings, but I know most of you already check your course rooms frequently anyway. Open the course room, then "Sort by threaded" by learners so that you can find new postings from learners in the new private folders that you have created.