


How do I post messages for my students in Katalyst?

Messages posted to courses in Katalyst are held in Katalyst for your students to pick up. To post a message, log in to Katalyst and navigate to your course by expanding the **Personal** section and clicking on **My Courses**.




Click on the course number of the course you want to send the message.

Click on the **Communications**  tab.

Click on the **Send Info** button to start composing the message for you students. 

You will need to put check marks next to each of the sections you would like for this message to be given to in the **Sent To** field.

Send To	Course Division-Section	No. of Students	Missing Emails
<input checked="" type="checkbox"/>	ECON210J-0101	34	

Fill in the **Subject** and **Body** of your message.


Be sure that it is correct in the information that you want to post because there is no edit or delete feature once your message has been posted.

Subject How do I post messages for my students in Katalyst?

Body

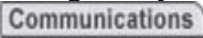
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Click on the course number of the course you want to send the message to.

Once you are satisfied with the content of your message click on the **Send Info**  button once again.





Students can check the messages sent to them by clicking on the **My Messages** link under the **Personal** Section.

Instructors can check the messages they have sent to their students by going to the **Communications** tab  in their course.

Messages sent to classes will be listed by date with the name of the person that sent the message as well as the subject line of the message. The body of the message can be read by clicking on the icon  in the Message Text column.

Title	Recitation: Principles of Economics	Area	ECON
Number	ECON 210J 01 01	Type	Recitation
Semester	F-2005	Credits	3
Meeting Times	KRAN G012: F - 8:30-9:20	Course Materials	

Communication History			
Date Sent	Sent By	Subject	Message Text
09/01/2005	Krannert, Joseph	How do I post messages for my students in Katalyst?	
08/25/2005	Kellogg, Andy	testing 456	
08/25/2005	Kellogg, Andy	testing 123	