

Best Practices for Using Mail

The following are some best practice recommendations for using the Mail Tool within eLearning Vista.

Use the Global Mail Tool

This is the mail icon located in the upper right-hand corner of the MyBlackboard page. By using this icon, you can see the mail in all of your Vista courses at once instead of visiting each section to check for new mail.

Make Your Preferred Contact Method Clear to your Students

You need to set the expectations of how often students should check their mail and whether or not you will accept correspondence within eLearning Vista or at another email address such as your southern mail account. If you prefer to continue to use your southern account for correspondence, it is highly recommended that you remove the Mail Tool from your eLearning Vista course.

Reduce Redundant email with the Discussion Tool

Encourage students to post general questions in a discussion board instead of relying on you as a single source of information. This enables you to share the answer to a question that other students may be asking themselves. When asked a question about the class in a private email, it is always best to respond directly to the student in an email, but also post the question and response in a public Vista discussion so that all students may benefit from the answer.

Use the Assignments Tool for Graded Work

If students are sending assignments, use the Assignments Tool instead of mail. By using the Assignments Tool, you can download and grade from one location. The grade is sent to your grade book so there is less work involved in assessing students and recording their grades.