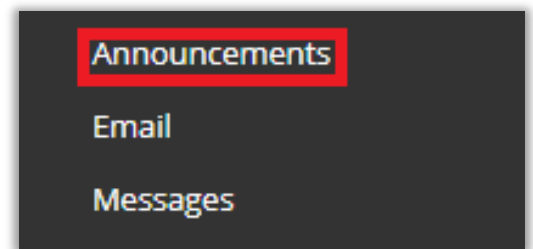


HuskyCT User Guide: Communication Tool Overview

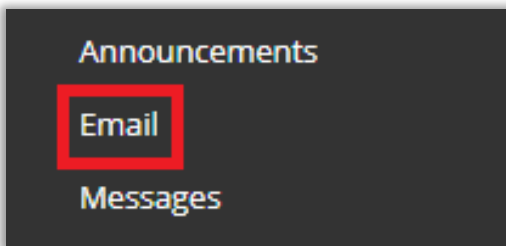
Announcements

- One-way communication tool from instructors to students
- Added automatically to all HuskyCT sites, but can be removed.
- Announcements are posted in the Announcements section in addition to sending an email version of the announcement to students and a course notification
- Cannot attach files but can link to content on site



Email

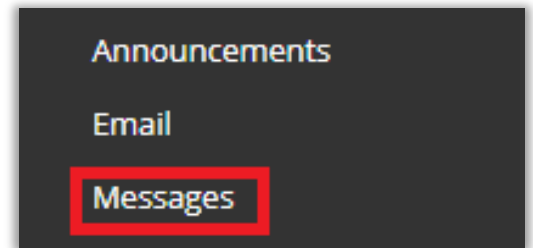
- Two-way communication tool that uses the university's official "@uconn.edu" mail addresses for faculty and students
- Can be accessed under "Course Tools" using "Send Email"
- Responses to emails sent using this tool will go to the original sender's UConn email address
- Must be added to the left-hand menu to be used by students
- Multiple file attachments can be added



NOTE: No record of mail sent using this tool is kept within HuskyCT

Messages

- Two-way communication tool that uses HuskyCT's internal mail function
- Adding the messages tool will enable you to send mail messages to other members enrolled on the course site, but those messages remain in the Messages mail tool. Users see an inbox and a Sent box when they access the Messages tool to view or send messages, but they must be logged into HuskyCT to do so.
- Only one file can be attached.



Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.