SAN JOSÉ STATE UNIVERSITY

Send Messages by Class Roster

User Guide

Overview

This guide shows how you can send messages to any or all members of a single class roster using the SJSU Messaging functionality. The Messaging system sends a customized message to one or more students on the MySJSU account and sends an email notification overnight, letting them know they have a new message waiting.

This is the most frequently used messaging function. With this, you can pull up a list of students in a class and send a message to any or all of those students. If you are an instructor, you might use this to notify students of a class cancellation or location change or to send assignments or class-related web links. This option is available to all faculty members and to employees who have gone through training.

- Navigate to <u>MySJSU</u> (http://my.sjsu.edu/).
- 2. Click the MySJSU Sign In button (or link).



The Sign In page displays.

- 3. Enter your SJSU ID and Password.
- 4. Click the Sign In button.

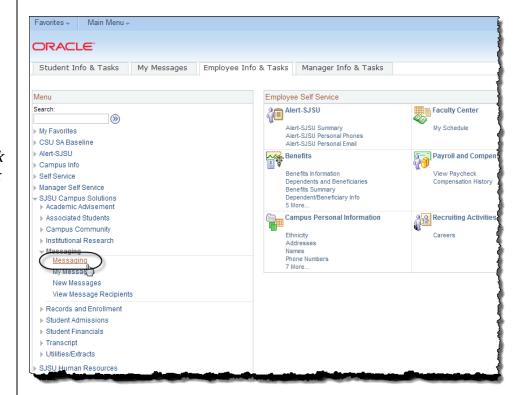




The Main Menu displays.

 From the Main Menu, navigate to SJSU Campus Solutions > Messaging > Messaging.

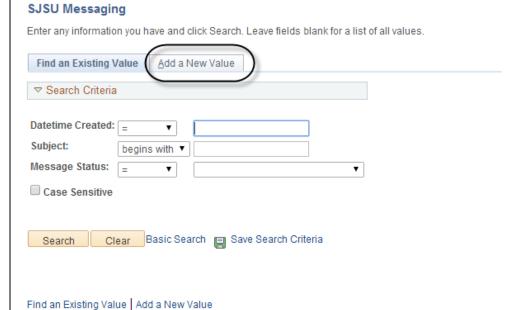
> Note: You can also click the Send Messages link at the bottom of the menu.



The SJSU Messaging Search page displays.

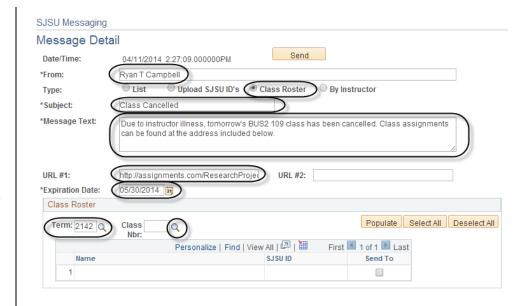
6. Click the Add a New Value tab.

Note: If the Datetime Created field displays a value, you will need to clear the field, and then click Add again before proceeding.



The Message Detail page displays.

- 7. Select the Class Roster radio button.
- 8. Enter a name in the From field.
- Enter the Subject, Message Text, and Expiration Date for the message.
- 10. Enter the Term for the class. To select from a list of terms, use the Lookup (magnifying glass) icon next to the Term field.



11. Enter a Class Nbr. To select from a list of numbers, use the Lookup (magnifying glass) icon next to the Class Nbr field.

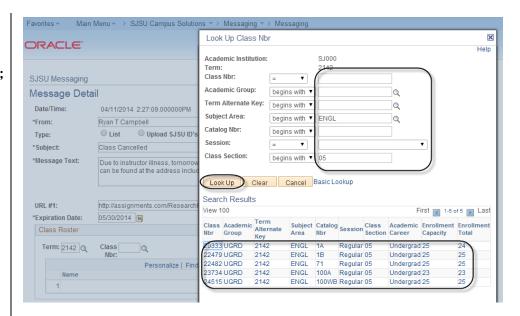
Field Description List: Message Detail Page (above)

Field Name	Description
From	Defaults to the sender's name, but allows other values.
Туре	The recipient selection method for the message.
Subject	The subject of the message.
Message Text	The message sent to the student. Must be entered in plain text, without special characters such as smart quotes.
URL #1, #2	Optional web addresses. These will appear as clickable links in the message.
Expiration Date	The date after which the message will no longer be visible to the student.
Term	The four-digit term number for the class roster. This can be looked up using the Lookup (magnifying glass) icon.
Class Nbr	The five-digit class number for the roster. This can be looked up using the Lookup (magnifying glass) icon.

The Look Up Class Nbr window displays.

12. Enter your search terms; click the Look Up button, and then click the class hyperlink.

Note: You can fill out any of the search terms to narrow down your selection.



The Message Detail page displays.

Note: In this example, confidential student information has been redacted.

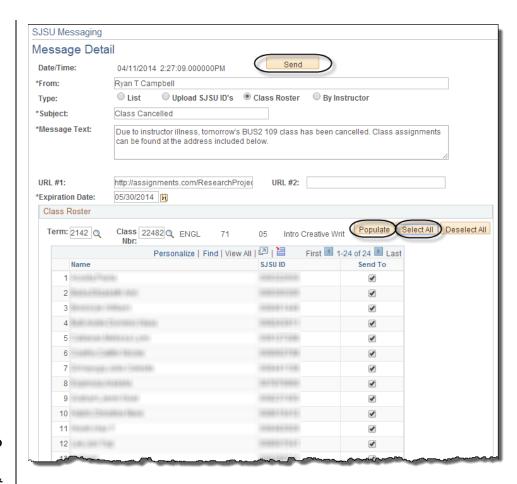
13. Click the Populate button to populate the roster.

Note: Only the first 100 students will be listed. Use the navigation bar to see the full roster.

- 14. Click the Select All button to select all students on the roster.
 - To select only a few students, check individual boxes.
 - Click Deselect All to remove all checks.

Note: You must have at least one student checked in order to send the message.

15. Once you have completed all fields, click the Send button to send the message.



The Send Confirmation page displays.

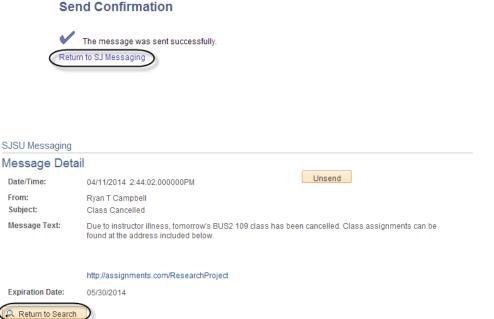
16. Click the Return to SJ Messaging link to return to the message.

The Message Detail page displays.

17. Review the message.

Note: If you review this information and decide not to send the message, click the Unsend button. You can unsend a message at any time, but keep in mind that students may have already read the message and received a notification to their email accounts that they have a message waiting on MySJSU. These notifications are sent automatically every evening.

18. Click Return to Search to go back to the Find an Existing Value page.



SJ Messaging