Overview

This user guide shows how an instructor can send messages to students 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.

Instructors can use the Send a Message by Instructor function to send a message to all students in all classes they teach. This might be useful for notifying students of an instructor absence, for example. This option is available to all faculty members and to employees who have gone through training.

1. Navigate to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.
The Sign In page displays.

3. Enter your SJSU ID and Password.

4. Click the Sign In button.

5. 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 Instructor radio button.

8. Enter a name in the From field.

9. Enter the Subject, Message Text, and Expiration Date for the message.

10. Enter the Term number for the class. To select from a list of terms, use the Lookup (magnifying glass) icon.

11. Enter the Instructor’s SJSU ID. To select the ID, use the Lookup (magnifying glass) icon.

Field Description List: Message Detail Page (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Defaults to the sender’s name, but allows other values.</td>
</tr>
<tr>
<td>Type</td>
<td>The recipient selection method for the message.</td>
</tr>
<tr>
<td>Subject</td>
<td>The subject of the message.</td>
</tr>
<tr>
<td>Message Text</td>
<td>The message sent to the student. Must be entered in plain text, without special characters such as smart quotes.</td>
</tr>
<tr>
<td>URL #1, #2</td>
<td>Optional web addresses. These will appear as clickable links in the message.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date after which the message will no longer be visible to the student.</td>
</tr>
<tr>
<td>Instructor’s SJSU ID</td>
<td>The EmplID of the instructor. Message will be sent to every student enrolled in any of the instructor’s classes for the listed term.</td>
</tr>
<tr>
<td>Term</td>
<td>The four-digit term number for the class roster. This can be looked up using the Lookup (magnifying glass) icon.</td>
</tr>
</tbody>
</table>
12. Click the Populate button to populate the list.

*Note: Only the first student’s information will display. Select View All to view the entire list. You cannot select or deselect Individual students.*

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

*The Send Confirmation page displays.*

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