

High Level Description	
Process	Send Messages by Class Roster
Module	Messaging Self Service
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## Overview

This business process guide demonstrates how faculty members can send messages to a class via the SJSU Messaging functionality. The Messaging system sends a customized message to one or more students on their MySJSU account and sends an email notification overnight, letting them know they have a new message waiting.

**The MySJSU Homepage displays.**

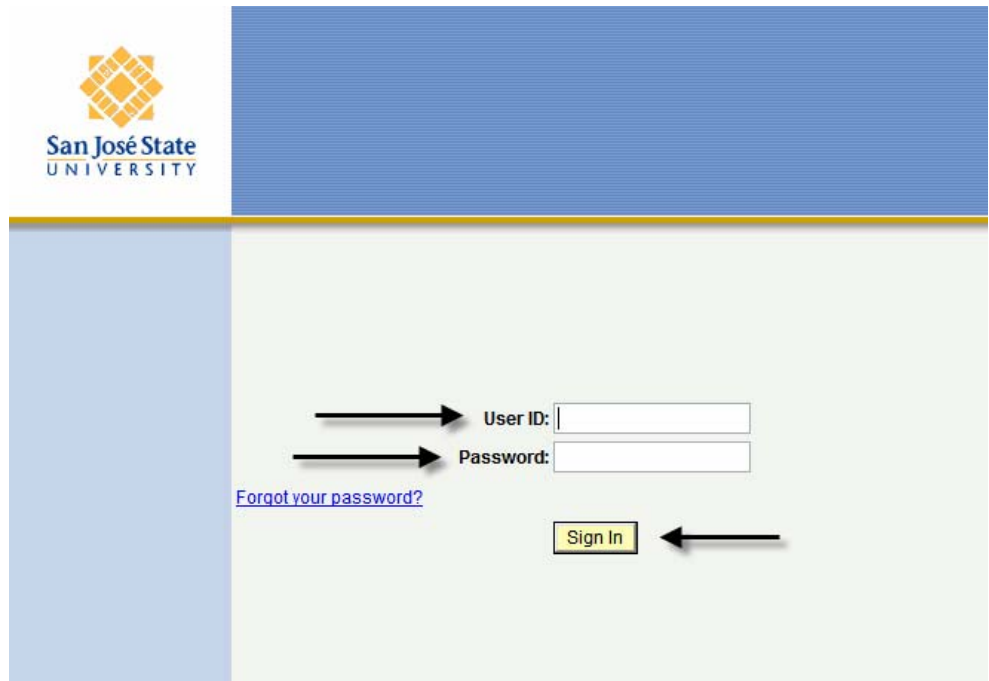
1. Go to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/).
2. Click the **Login to MySJSU** button.



**The Login page displays.**

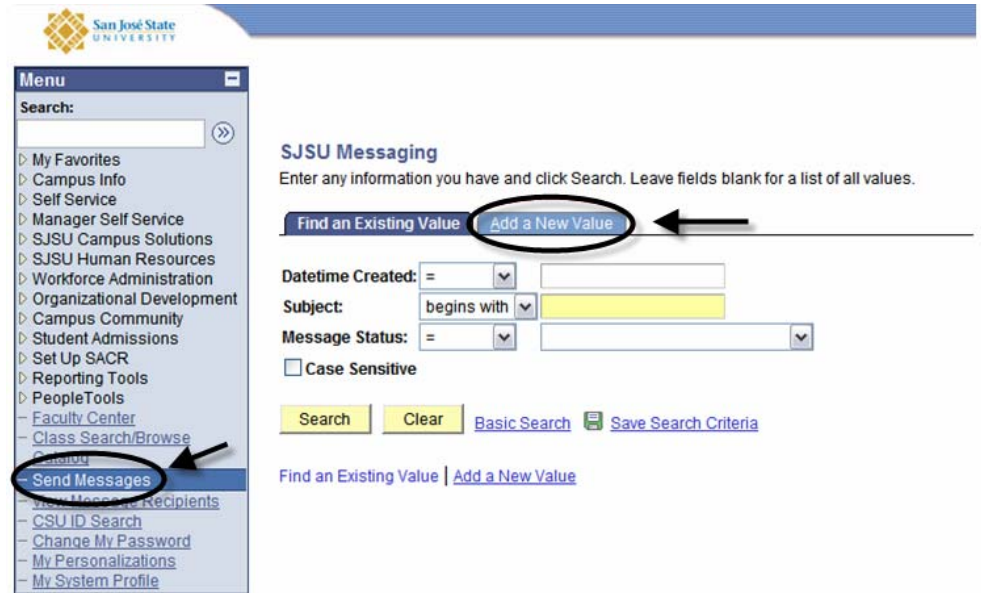
3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

*Note: If you have difficulty logging in, please contact the [CMS Help Desk](mailto:cmshelp@sjsu.edu) via email (cmshelp@sjsu.edu) with your full name, department and SJSU ID.*



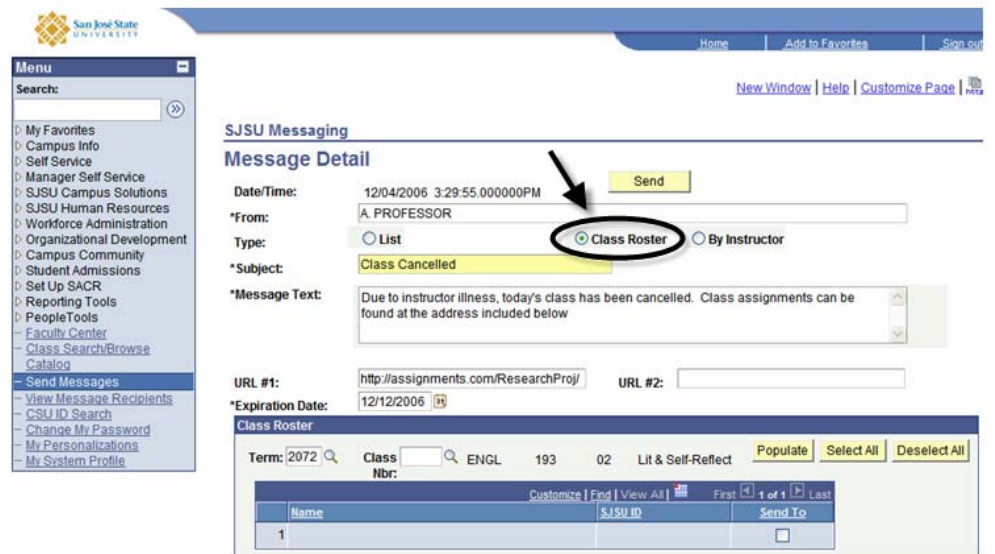
**The SJSU Messaging page displays.**

- From the **Main Menu**, click the **Send Messages** link.
- Click the **Add a New Value** tab.



**The Message Detail page displays.**

- Select the **Class Roster** radio button and complete all appropriate fields. (Descriptions are listed below.)



**Field Descriptions:**

- From:** This defaults to the sender's name.
- Subject**
- Message Text**
- URL #1, #2:** These are optional, and will appear as web address links in the student's message.
- Expiration Date:** This field is mandatory. After the message expires, the student will no longer be able to read it.
- Term:** Enter or select the term for which you wish to retrieve a roster. This is a four-digit number – if you do not know the number for the term, click the magnifying glass to look up the number.
- Class Nbr:** Enter or select the term for which you wish to retrieve a roster. This is a four-digit number – if you do not know the number for the term, click the magnifying glass to look up the number.

**The Look Up Class Nbr page displays.**

- Click the **Look Up** button and select the class you wish to use by clicking the appropriate hyperlink.

**Look Up Class Nbr**

EmplID: 000020541  
 Term: 2072  
 Class Nbr: =

**Look Up** Clear Cancel [Basic Lookup](#)

**Search Results**

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description
<a href="#">25648</a>	ENGL	<a href="#">22</a>	02	Fantasy Science Fic
<a href="#">35060</a>	ENGL	<a href="#">193</a>	02	Lit & Self-Reflect

**The Message Detail page displays.**

*Note: Student information has been hidden by the white area.*

- Click the **Populate** button to populate the roster.
- Click the **Select All** button to select all students on the roster.

*Note: You can check individual boxes to select only a few students.*

- Click the **Deselect All** button to remove all checks.

*Note: You must have at least one student checked in order for the message to be sent.*

- Once all fields have been completed, click the **Send** button to send the message.

*Note: Use the navigation bar to see the full roster:*

**SJSU Messaging**

**Message Detail**

Date/Time: 12/04/2006 3:29:55.000000PM **Send**  
 \*From: A PROFESSOR  
 Type:  List  Class Roster  By Instructor  
 \*Subject: **Class Cancelled**  
 \*Message Text: Due to instructor illness, today's class has been cancelled. Class assignments can be found at the address included below

URL #1:  URL #2:   
 \*Expiration Date: 12/12/2006

**Class Roster**

Term: 2072 Class: 35060 ENGL 193 02 Lit & Self-Reflect **Populate** **Select All** **Deselect All**

Name	SJSU ID	Send To
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>

[View All](#) First 1-100 of 141 Last

**The Send Confirmation page displays.**

- 13. Click the **Return to SJ Messaging** link to return to the message.



**The Message Detail page displays.**

*Notes: This is a summary of the message you just sent.*

*If you review this information and decide that you no longer wish to send the message, you may click the Unsend button. You can unsend a message at any time, but please note students may have read the message already, and will probably have received a notification to their email accounts that they have a message waiting on MySJSU. These notifications are sent automatically every evening.*

- 14. Click **Return to Search** to go back to the **Find an Existing Value** page.

