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## Overview

This business process guide demonstrates how faculty can send messages to all their students via the SJSU Messaging functionality. Messaging places 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.**

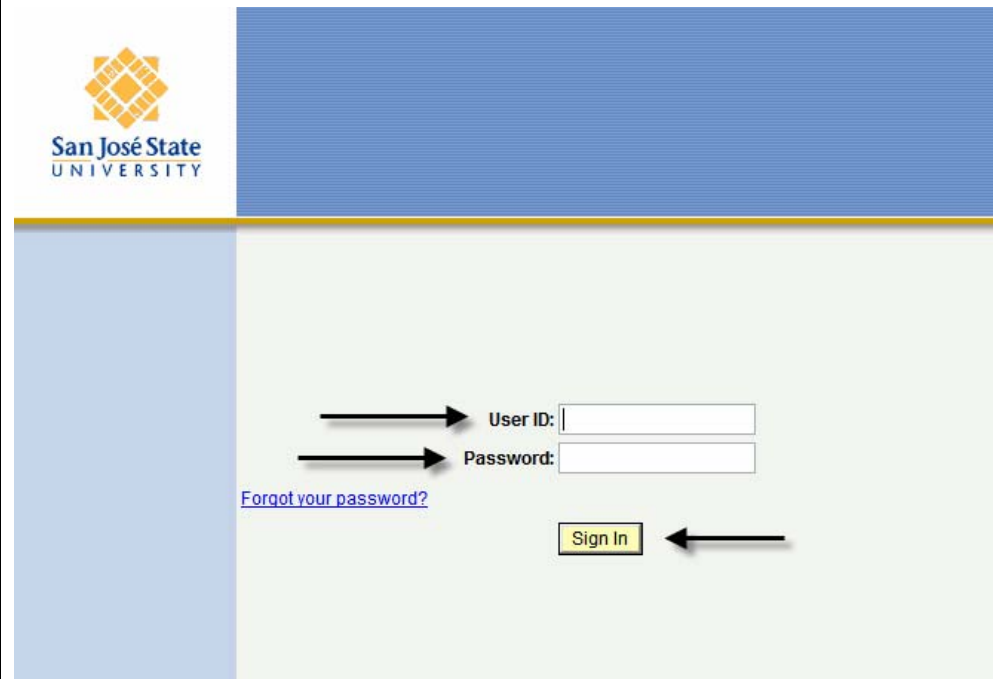
1. Go to [MySJSU](http://my.sjsu.edu/) (http://my.sjsu.edu/).
2. Click the **Login to MySJSU** button.



**The Login page displays.**

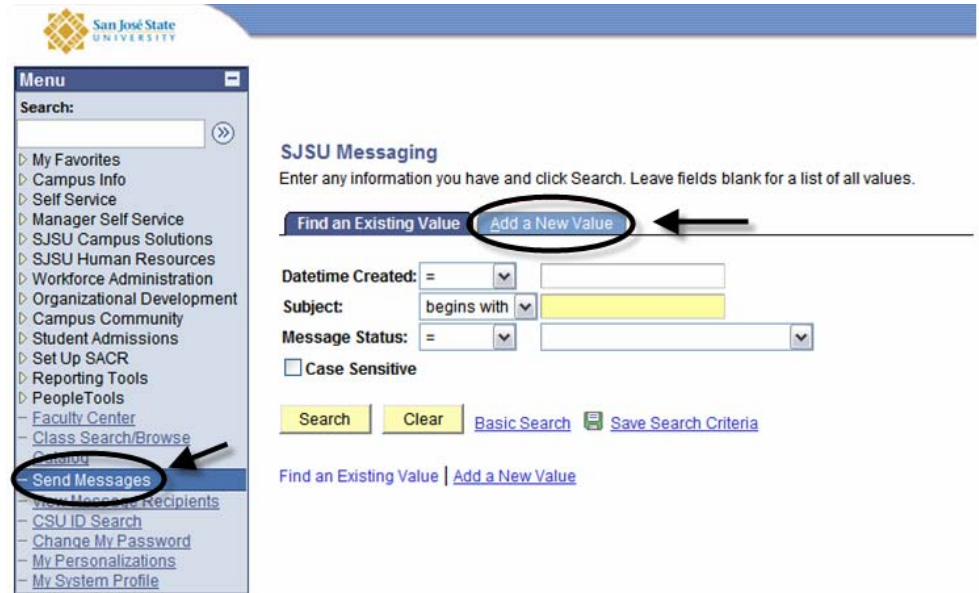
3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

*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.*



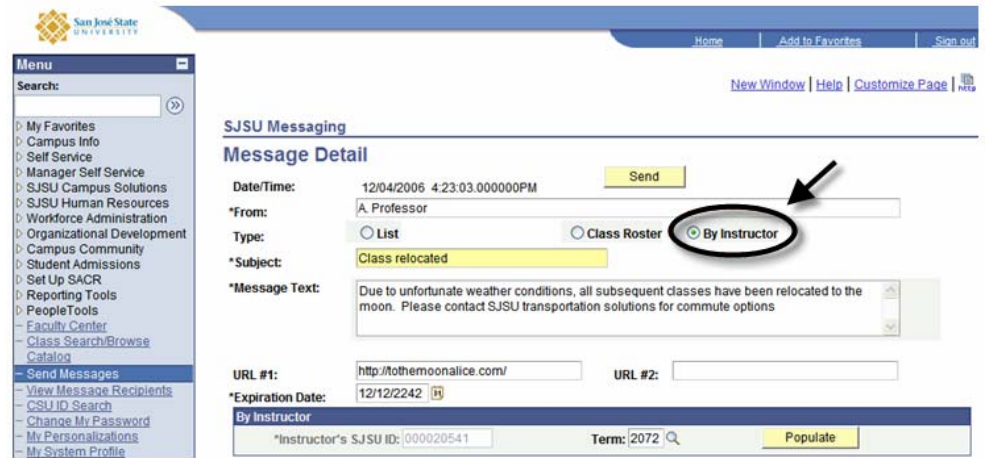
**The SJSU Messaging page displays.**

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



**The Message Detail page displays.**

7. Select the **Instructor** radio button and complete all appropriate fields. (Descriptions are listed below.)



**Field Description:**

- **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. 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.
- **Instructor's SJSU ID:** If you are faculty, this will default to your own ID and cannot be changed. If you are a staff member, you need to enter the instructor's ID number here. If you don't know it you can click the magnifying glass to look it up.

**The Message Detail page displays.**

- 8. Click the **Populate** button to populate the roster.

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

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

**SJSU Messaging**

**Message Detail**

*Note: Use the navigation bar to see the full list of students.*



**The Send Confirmation page displays.**

- 10. 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.*

11. To go back to the **Find an Existing Value** page, click the **Return to Search** button.

The screenshot displays the SJSU Messaging interface. At the top right, there are links for 'New Window', 'Help', 'Customize Page', and 'http'. The main heading is 'SJSU Messaging' followed by 'Message Detail'. The message details include: 'Date/Time: 12/04/2006 4:39:56.000000PM', 'From: A. Professor', 'Subject: Class relocated', and 'Message Text: Due to unfortunate weather conditions, all subsequent classes have been relocated to the moon. Please contact SJSU transportation solutions for commute options'. A yellow 'Unsend' button is located in the top right corner of the message content area. Below the message text, there is a link 'http://tothemoonalice.com/'. Underneath that, the 'Expiration Date: 12/12/2242' is shown. At the bottom left of the message content area, a 'Return to Search' button is circled in red, with a black arrow pointing to it from the right.