

## 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.

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

**MYSJSU**  
SAN JOSÉ STATE UNIVERSITY

Search SJSU

Employees Students IT Help Desk MySJSU Sign In

SJSU Home > MySJSU

**System Status**

- ✓ Canvas operational
- ✓ MySJSU operational

**About MySJSU**

MySJSU is for current and former [students](#), applicants for admission, job applicants and all SJSU [employees](#).

**News, Events & Announcements**

**MySJSU SIGN IN**

SET / RESET PASSWORD

*The Sign In page displays.*

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

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

SJSU ID:

Password:

**Sign In**

*The Main Menu displays.*

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 screenshot shows the Oracle PeopleSoft Enterprise Main Menu. At the top, there are tabs for 'Student Info & Tasks', 'My Messages', 'Employee Info & Tasks', and 'Manager Info & Tasks'. Below these is a 'Menu' section with a search bar and a list of links. The 'Messaging' link is circled in red. To the right of the menu is an 'Employee Self Service' section with various icons and links like 'Alert-SJSU', 'Benefits', 'Campus Personal Information', 'Faculty Center', 'Payroll and Compensation', and 'Recruiting Activities'.

*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.*

## SJSU Messaging

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**


▼ Search Criteria

Datetime Created: [=]

Subject: [begins with]

Message Status: [=]

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

*The Message Detail page displays.*

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

Look Up Class Nbr

Academic Institution: SJ000  
Term: 2142  
Class Nbr: [input]  
Academic Group: begins with [input]  
Term Alternate Key: begins with [input]  
Subject Area: begins with ENGL [input]  
Catalog Nbr: begins with [input]  
Session: [input]  
Class Section: begins with 05 [input]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Class Nbr	Academic Group	Term Alternate Key	Subject Area	Catalog Nbr	Session	Class Section	Academic Career	Enrollment Capacity	Enrollment Total
20333	UGRD	2142	ENGL	1A	Regular	05	Undergrad	25	24
22479	UGRD	2142	ENGL	1B	Regular	05	Undergrad	25	25
22482	UGRD	2142	ENGL	71	Regular	05	Undergrad	25	25
23734	UGRD	2142	ENGL	100A	Regular	05	Undergrad	23	23
24515	UGRD	2142	ENGL	100WB	Regular	05	Undergrad	25	25

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.

SJSU Messaging

### Message Detail

Date/Time: 04/11/2014 2:27:09.000000PM

\*From: Ryan T Campbell

\*Type:  List  Upload SJSU ID's  Class Roster  By Instructor

\*Subject: Class Cancelled

\*Message Text: Due to instructor illness, tomorrow's BUS2 109 class has been cancelled. Class assignments can be found at the address included below.

URL #1:  URL #2:

\*Expiration Date: 05/30/2014

#### Class Roster

Term: 2142 Class Nbr: 22482 ENGL 71 05 Intro Creative Writ

Name	SJSU ID	Send To
1	[REDACTED]	<input checked="" type="checkbox"/>
2	[REDACTED]	<input checked="" type="checkbox"/>
3	[REDACTED]	<input checked="" type="checkbox"/>
4	[REDACTED]	<input checked="" type="checkbox"/>
5	[REDACTED]	<input checked="" type="checkbox"/>
6	[REDACTED]	<input checked="" type="checkbox"/>
7	[REDACTED]	<input checked="" type="checkbox"/>
8	[REDACTED]	<input checked="" type="checkbox"/>
9	[REDACTED]	<input checked="" type="checkbox"/>
10	[REDACTED]	<input checked="" type="checkbox"/>
11	[REDACTED]	<input checked="" type="checkbox"/>
12	[REDACTED]	<input checked="" type="checkbox"/>
13	[REDACTED]	<input checked="" type="checkbox"/>

*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

### Send Confirmation

 The message was sent successfully.

[Return to SJ Messaging](#)

## SJSU Messaging

### Message Detail

[Unsend](#)

Date/Time: 04/11/2014 2:44:02.000000PM

From: Ryan T Campbell

Subject: Class Cancelled

Message Text: Due to instructor illness, tomorrow's BUS2 109 class has been cancelled. Class assignments can be found at the address included below.

<http://assignments.com/ResearchProject>

Expiration Date: 05/30/2014

[Return to Search](#)