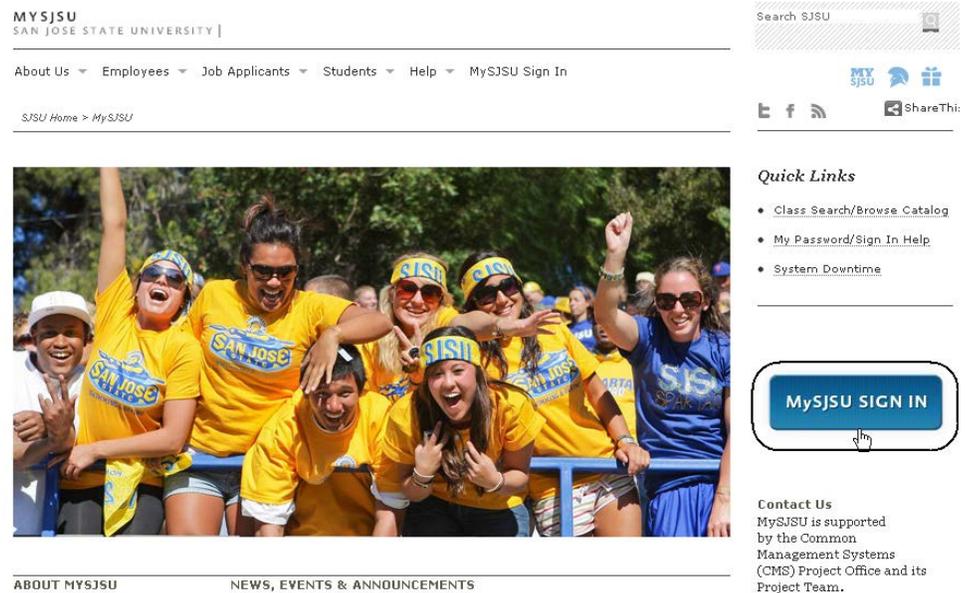


Overview

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/) (<http://my.sjsu.edu/>).
2. Click the MySJSU Sign In button.



The screenshot shows the MySJSU website interface. At the top left, it says "MYSJSU SAN JOSE STATE UNIVERSITY |". Below this is a navigation menu with "About Us", "Employees", "Job Applicants", "Students", "Help", and "MySJSU Sign In". A search bar is located at the top right. Below the navigation menu, there are social media icons for Twitter, Facebook, and RSS, along with a "ShareThis" button. A large image of students in yellow "SAN JOSE STATE" t-shirts is displayed. Below the image, there are links for "ABOUT MYSJSU" and "NEWS, EVENTS & ANNOUNCEMENTS". On the right side, there is a "Quick Links" section with links for "Class Search/Browse Catalog", "My Password/Sign In Help", and "System Downtime". At the bottom right, there is a "Contact Us" section. A blue "MySJSU SIGN IN" button is highlighted with a red box and a mouse cursor.

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

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 'Favorites' and 'Main Menu'. Below this is the 'ORACLE' logo and a navigation bar with tabs for 'Student Info & Tasks', 'My Messages', 'Employee Info & Tasks', and 'Manager Info & Tasks'. The main content area is divided into two columns. The left column is the 'Menu' section, which includes a search box and a list of navigation items. The 'Messaging' item is highlighted with a red circle. The right column is the 'Employee Self Service' section, which contains several tiles for 'Alert-SJSU', 'Benefits', 'Campus Personal Information', 'Faculty Center', 'Payroll and Compensation', and 'Recruiting Activities'.

The SJSU Messaging Search page displays.

- 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 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.

SJSU Messaging

Message Detail

Date/Time: 04/11/2014 2:47:19.000000PM Send

*From:

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

*Subject:

*Message Text:

URL #1: URL #2:

*Expiration Date:

By Instructor

Field Description List: Message Detail Page (above)

Field Name	Description
From	Defaults to the sender's name, but allows other values.
Type	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.
Instructor's SJSU ID	The EmplID of the instructor. Message will be sent to every student enrolled in any of the instructor's classes for the listed term.
Term	The four-digit term number for the class roster. This can be looked up using the Lookup (magnifying glass) icon.

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

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.

SJSU Messaging

Message Detail

Date/Time: 04/11/2014 2:47:19.000000PM

*From: A. Professor

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

*Subject: Class relocated

*Message Text: Due to unfortunate weather conditions, all subsequent class locations have been relocated to Westeros. Please contact SJSU transportation solutions for commute options.

URL #1: URL #2:

*Expiration Date: 04/29/2014

By Instructor

*Instructor's SJSU ID: Term:

Students First of 84

User ID:

SJ Messaging

Send Confirmation

The message was sent successfully.