Communication Tools

Campus Connect provides only professional staff and faculty users the ability to communicate with students by email and text messaging.

Messaging to Individual Student

If you are wanting to send an email or text message to one individual student, you must first go to that student's profile. On the student's profile to the right, you can select the link **Message Student**. Upon doing so, the message box will populate for you to begin your message.

In the message box, you can select to **Send E-mail** or **Send Text**. If you choose to send an e-mail, you will then select the Subject line of the message and enter the content of the email in the message box. The platform provides the feature of being able to change text font, as well as add file attachments.

If you want a copy of the email to be sent to another person for their reference, you can add their contact information in the **Send Additional E-mail Notifications To** box.

Once you are ready to send your e-mail message, you will select **Send Message**.

If you want to send a text message to the student, you will select the **Send Text** tab at the top of the message box. When sending a text, you are only allotted **160 characters**.

Messaging to Student Groups

If you are wanting to send a message to a group of students at once, it's best to do so by using the **Advanced Search** or **Student Lists** feature. Once you have your search or list of students saved, you will select the group you are wanting to message to show all the students involved in that search or list. In that view, you can then select the **All** box to select all the students, then select the **Actions** dropdown to **Send Message**.
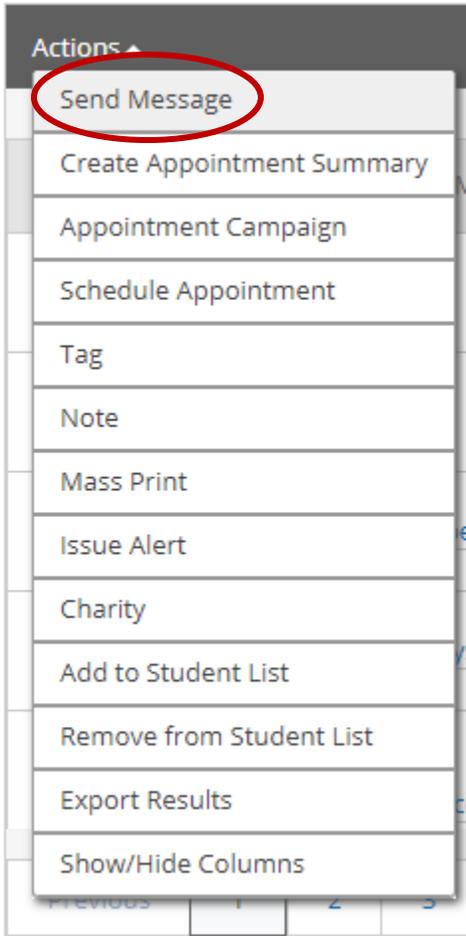
The **Message Box** will appear again and this time you can view that in the **To:** section it will show the number of recipience that will receive your message. If you select the number of recipients, it will then show the individual names of the students involved in this message.
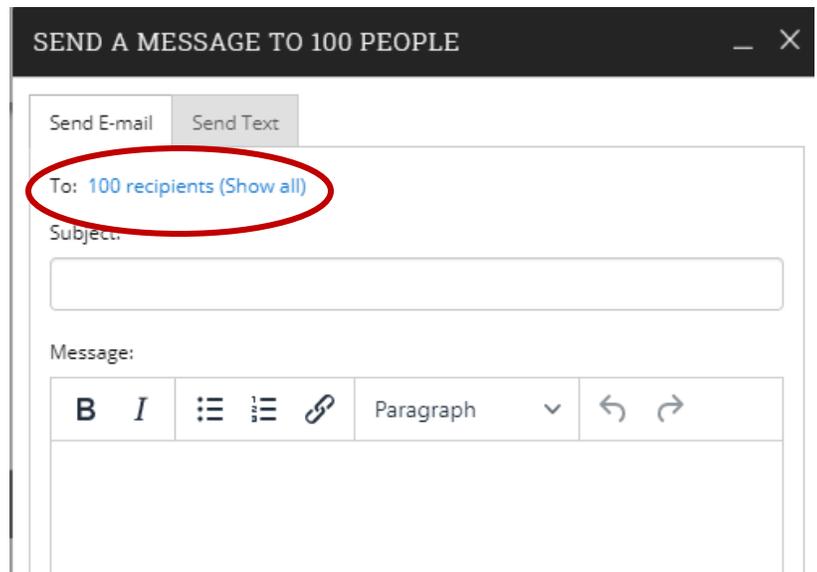
*NOTE: If you send a **text** to fewer than 100 students, students will have the ability to text back. This message will be sent to the staff in email form. If you send a text to **more than** 100 students, then students cannot respond to the text via text.

You can also visit the student's homepage and select the **More** tab then **Conversations** to verify a message was sent, as well as see what other communication the student is receiving.