

# 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.

The screenshot shows a window titled "SEND A MESSAGE TO" with a close button. It has two tabs: "Send E-mail" (selected) and "Send Text". The "Send E-mail" tab contains the following fields and options:

- To:** A field with a redacted name.
- Subject:** An empty text input field.
- Message:** A rich text editor with a toolbar containing Bold (B), Italic (I), Bulleted List, Numbered List, Link, Paragraph (dropdown), Undo, and Redo.
- Add Attachment:** A section with the text "Select file to attach" and a paperclip icon.
- Send Additional E-mail Notifications To:** An empty text input field.
- Buttons: "Cancel" and "Send 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**.

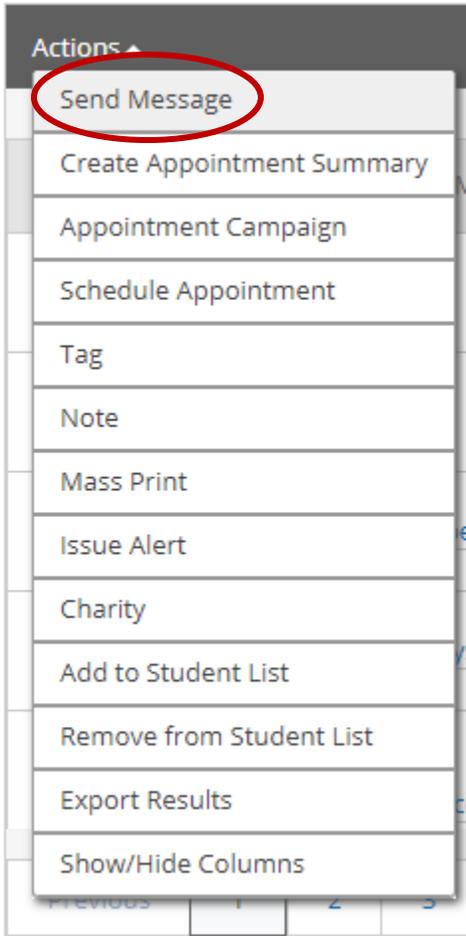
If you want to send a text message to the student, you will select the **Send Text** tab at the top of the message box. When sending a text, you are only allotted **160 characters**.

The screenshot shows a window titled "SEND A MESSAGE TO REBECCA SCHULZE" with a close button. It has two tabs: "Send E-mail" and "Send Text" (selected). The "Send Text" tab contains the following fields and options:

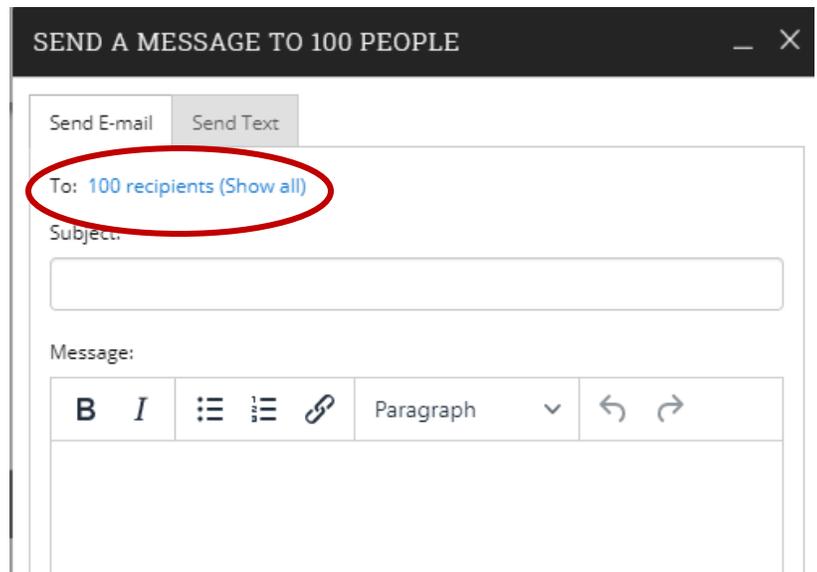
- To:** A field with a redacted name.
- Message:** A plain text input field.
- Character Count:** A message below the input field stating "You have 160 characters remaining of 160 characters."
- Buttons: "Cancel" and "Send Message".

## 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 recipients 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.

SENDER	COUNT	TOPIC
<input type="checkbox"/> Comms, Regofc		Fall Graduation: Apply by N
<input type="checkbox"/> Yawn, Mike		Spring Internships
<input type="checkbox"/> Meers, Michelle		USPS Student Co-Op Program Announcement

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.