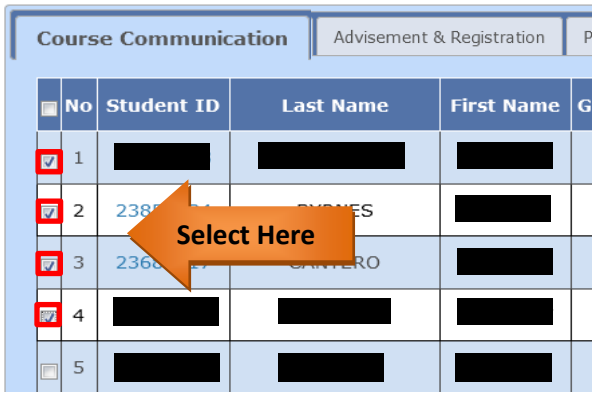
LaGuardia Community College DARE TO DO MORE

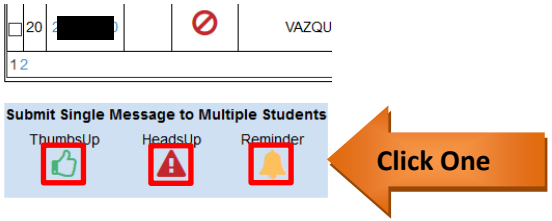
How to Send a Text Message to Multiple Students or Entire Class for Course Communications on C2C

Step 1: Once logged into your C2C account, click on the desired **Course**.

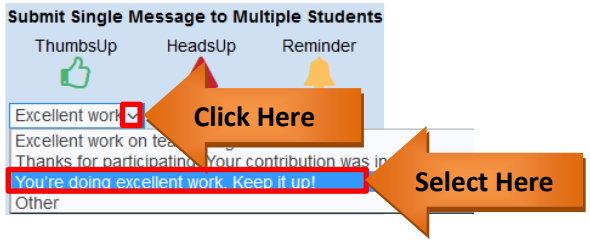
Step 2: Check Boxes on left corresponding to students you'd like to send Text Msg.



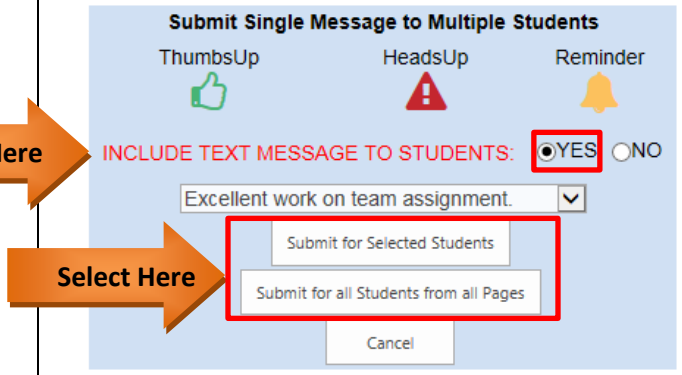
Step 3: Scroll down to the bottom left corner of page & select desired One way Message Options "**ThumbsUp**", "**HeadsUp**", "**Reminder**" to access Predefined messages.

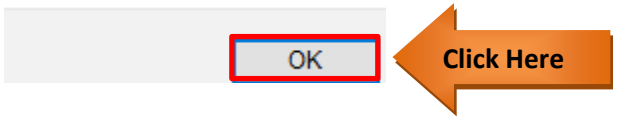


Step 4: Click on the drop down arrow & select desired message.



Step 5: Click the **Yes** Radio Button to **INCLUDE TEXT MESSAGE TO STUDENTS.** Then click one of the two corresponding buttons: **Submit for selected Students** to send the message to the selected students or click **Submit for all Students from all Pages** to send the message to all students in course.



***NOTE:** The **Other** option can be selected from drop down to send custom typed message to students.*

Step 6: A confirmation will pop-up, simply click **"OK"** to close.