How to Send Text Messages to Individual Students for Course Communications on C2C

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

Step 2: Click on any one of the desired Alert Icons.

Step 3: Click drop down arrow to select from available messages. Notice: By default the DON’T INCLUDE TEXT MSG radio button will be selected.

Step 4: To send a text message, select INCLUDE TEXT MESSAGE radio button then click Submit.

Step 5: You have successfully texted your student, click “OK”.

Step 6: Alternatively, if you wish to send a custom text message to a student click “Other” from the drop down.

Step 7: Type in your Custom Message, and be sure you have the INCLUDE TEXT MESSAGE radio button selected, then click “Submit”.

Step 8: A confirmation will pop up, click “OK”.

Your text message has been successfully sent to the desired student.