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.