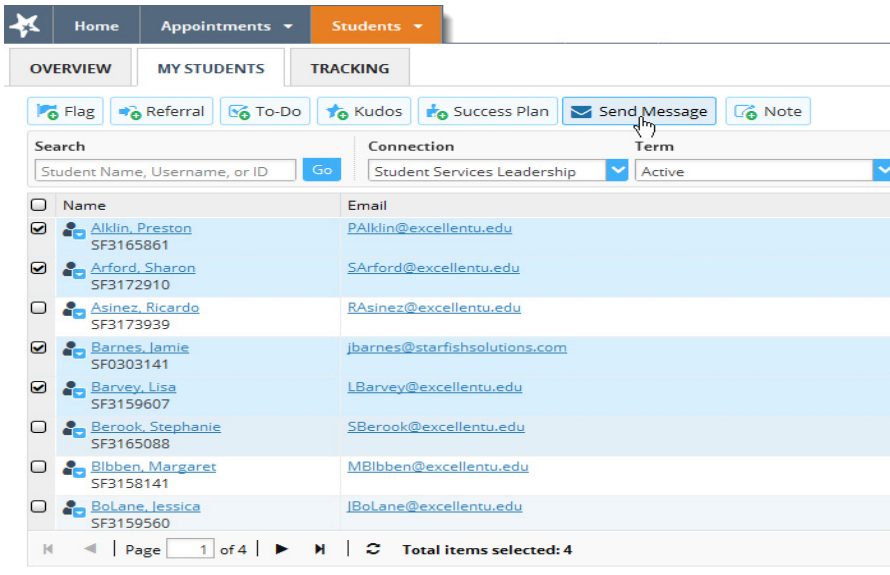


Advisor View: Sending Messages

WSU360 has the functionality to allow faculty to email their students, other instructors, or other faculty advisors. What is also helpful is that message will be saved in the students Notes tab in their student folder. The message is sent to the students Westfield email and is archived in the WSU360 system.

To message a student:



1. Click on the Student tab and navigate to the student you want to message. Hover your mouse over their name and when the thumbnail image appears select the Message icon on the bottom.

The screenshot shows the 'Send Message' dialog box. It has a title bar with 'Send Message' and 'Never Mind' and 'Submit' buttons. Below the title bar, there is a message: 'An email or text message will be sent depending on the student's email notification preferences. If many recipients will receive the message via text messaging you may want to enter a shorter text version below.' There are two required fields: 'Subject' and 'Email'. Below these fields, there is a checkbox labeled 'Send copy to yourself'. At the bottom, there is a red asterisk indicating required fields and 'Never Mind' and 'Submit' buttons.

2. A Send Message box will open and you can send a message to the student and also send a copy of the message to your own email as verification. The great thing about this feature is the email is saved to the students Note file and will even include a read receipt of when they opened the message.