LaGuardia Community College — **DARE TO DO MORE**

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**.

Course	Course Name	Course ID
BTF101.300A	Click Here	125871
BTI121.0060	People, Work & Org.	116757

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

Select Here

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.*
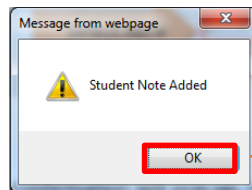
Select Here

INCLUDE TEXT MESSAGE
DON'T INCLUDE TEXT MSG

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

Select Here — INCLUDE TEXT MESSAGE
DON'T INCLUDE TEXT MSG
Click Here — Submit / Cancel

Step 5: You have successfully texted your student, click **"OK"**.

Message from webpage

Student Note Added

Click here — OK

Step 6: Alternatively, if you wish to send a custom text message to a student click "**Other**" from the drop down.
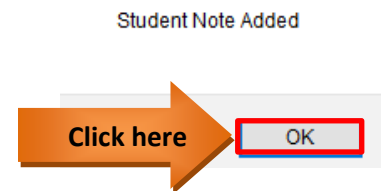
Send Alert to Student | Alerts History

Excellent work on team assignment.
Thanks for participating. Your contribution was insightful.
You're doing excellent work. Ke...
Other — Click Here

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

Send Alert to Student

Other

Type your Message here !! — Type here

Click here — INCLUDE TEXT MESSAGE
DON'T INCLUDE TEXT MSG

Click here — Submit
Cancel

Step 8: A confirmation will pop up, click **"OK"**.

Student Note Added

Click here — OK

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