Brightspace: Pager

The pager is an online messaging tool for sending text messages to classmates and other members of Brightspace.

To access the pager tool:

1. After entering Brightspace through Panther Central, select your class from the "My Courses" widget.

2 From the **Message Alert** icon on the minibar go to **Pager.**
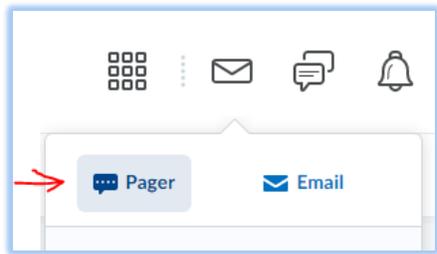
To send a page:

1. On the **Friends** page, do one of the following:
   - Select the users from your Friends list and click **Message**.
   - Click on a contact's name, type a **Message** and click **Send**.

2. You can also send a **Page** from the Classlist of a course.
   - From the Classlist page, select the left checkbox next to a name and then click **Page** at the top of the table.
   - Type a **Message** and click **Send**.

To search and add users:

1. On the Friends page, click "Add Friends" button.
2. You can enter a name in the **Search For** field, or you can simply click **Search** to do a blank search.
3. Select the check boxes beside the users you want to add.
4. Click "Add as a Friend" button.

To remove a contact:

1. On the Friends page, select the check boxes beside the users you want to remove.
2. Click "Remove".