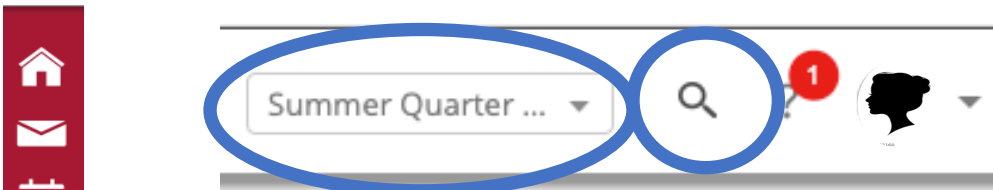


Texting Students in Navigate

There are 3 ways to text students within the Navigate Staff program.

1. Text an individual Student
2. Text a group of students assigned to you for advising
3. Text a group of students assigned to you as an instructor

ALWAYS BE SURE TO PUT NAVIGATE INTO THE CORRECT ACADEMIC TERM. THIS WILL ALWAYS BE YOUR FIRST STEP. USE THE TERM DROP-DOWN LOCATED AT THE TOP RIGHT OF YOUR NAVIGATE WINDOW



1. Texting an Individual Student

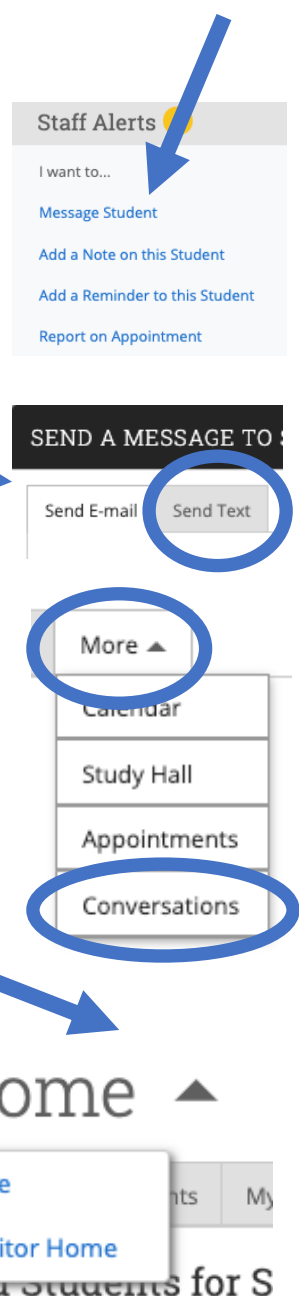
- Pull up the student's profile using quick or advanced search (use the magnifying glass icon on the left, or on the top right next to the term)
- Located on the right is an "I want to..." menu
- Click on **Message Student**
- A dialogue box opens with the option to email or text; be sure to click **Send Text**
- Type your message and click send

You have 160 characters to work with. This will come right to your Outlook. If you respond from Outlook this will be recorded in the student's **Conversation** tab (located under the **More** drop-down menu from the student's Overview page.) **You must delete your email signature if responding from Outlook due to the character cap.**

2. Text a Group of Students Assigned to You for Advising

- In Navigate Staff, check your academic term. (follow red instructions at top)
- If you are also an instructor, make sure you choose **Staff Home** from your home page by clicking the drop-down triangle. *

* Be aware that if you are both an instructor and a faculty advisor, you will see different lists of students. **Staff Home** will show you students who are assigned to you for advising, while **Professor Home** will show you students who are in the courses you teach for the term you have chosen.



2. Text a Group of Students Assigned to You for Advising Con't

- Check the box next to ALL to select all of the students
- Click the **Actions** drop-down menu
- Select **Send Message**
- A dialogue box opens with the option to email or text; be sure to click **Send Text**
- Type your message and click send

You have 160 characters to work with. This will come right to your Outlook. If you respond from Outlook this will be recorded in the student's **Conversation** tab (located under the **More** drop-down menu from the student's Overview page.) **You must delete your email signature if responding from Outlook due to the character cap.**

Staff Home ▾

Students Upcoming Appointments My Availability

My Assigned Students for Summer

Actions ▾	
<input type="checkbox"/> ALL	STUDENT NAME ▾
<input type="checkbox"/> 1	Your student
<input type="checkbox"/> 2	Your student
<input type="checkbox"/> 3	Your student

Staff Home ▾

Students Upcoming Appointments

My Assigned Students for

SEND A MESSAGE TO

Send E-mail Send Text

Actions ▲
Send Message
Create Appointment Summary
Appointment Campaign
Schedule Appointment
Note
Issue Alert

3. Text a Group of Students Assigned to You as an Instructor **

- In Navigate Staff, check your academic term. (follow red instructions at top)
- Be sure your role is set to **Professor Home** by clicking the drop-down menu next to Staff Home and selecting **Professor Home**
 - Check the box next to ALL to select all of the students
 - Click the **Actions** drop-down menu
 - Select **Send Message**
 - A dialogue box opens with the option to email or text; be sure to click **Send Text**
 - Type your message and click send

Staff Home ▲

Professor Home
Study Hall Monitor Home

****This is the SAME PROCESS as outlined in Text a Group of Professor Students Assigned to You for Advising, but you *must* toggle from Staff to to generate an accurate list of students in your classes.**

Please see the screenshots for #2 and follow for #3 after ensuring your role is set to Professor.