

Communicating with Students

Using Navigate to send email and/or text messages to one student or a group of students.

The Navigate platform provides both **email** and **text** messaging for faculty and staff to communicate with students, either individually or en masse. Communicating with students through the platform creates records of those communication which can be accessible by other staff or faculty on your campus. In addition, it allows for a quick and easy way to communicate with more than one student at once.

Students In My Classes

	CATEGORY	COURSE(S)
	Gymnastics, Rock Climbing Club, Women's Basketball	PHIL-8710-08
		PHIL-8710-08
		PHIL-8710-08
	Debate team	PHIL-8710-08

SEND A MESSAGE TO 4 PEOPLE

Send E-mail | Send Text

To: Marnie Aavang, Azura Arrington, Janeth Celadon, Kelton Jollie

Subject:

Message:

B *I* [List] [Link] Paragraph [Undo] [Redo]

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

Cancel | Send Message

You can send emails or texts to one or more students from your professor homepage, the student profile, or the advanced search. Most "Actions" menus throughout the platform allow for sending emails or texts. See below for screenshots of each of these locations.

Email

Within an email, you can include the following information:

- **Subject:** The subject line for your email message.
- **Message:** The body of your email message. There is no character limit for the message.
- **Add Attachment:** Upload attachments to the email message.
- **Send Additional E-Mail Notifications To:** Allows you to include additional students or staff you also want the email sent to.

Text

Within a Text, you can only include a Message. You are restricted to 160 characters.

Important Note: Sending an email or text message to more than one student will blind copy all students. In other words, the student **will not** know that the message was sent to more than one student. For both email and text, it will look like the message was only sent to them.

*Optional data sets subject to member availability and formatting.