Messaging Students in Navigate

There are two primary communication methods available in Navigate; **Email** & **Text**. The type of message, as well as UWGB's configurations and policies, dictate the appropriate method for communication. Additional information on each type of communication is included below.

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 want to include on the email.

Text

Texts only allow you to include a message. They are restricted to 160 characters.
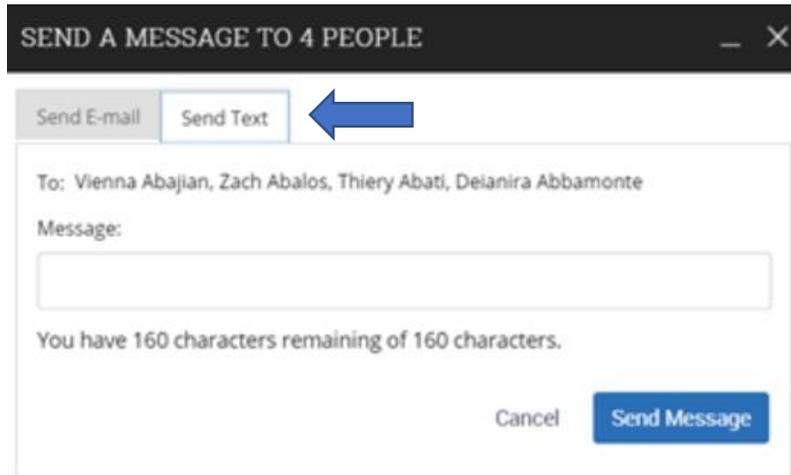
Important. Sending an email or text message to more than one student blind copies all students. In other words, the student does not know that the message was sent to more than one student. For both email and text, it looks like the message was only sent to them.

Sending Messages

You can send emails or texts to one or more students from **Staff Home**, **the student's profile**, or **Advanced Search**. Most Action menus throughout the platform also allow for sending emails or texts. See below for screen shots of each of these locations.

Send Message action on the **Staff Home** page.
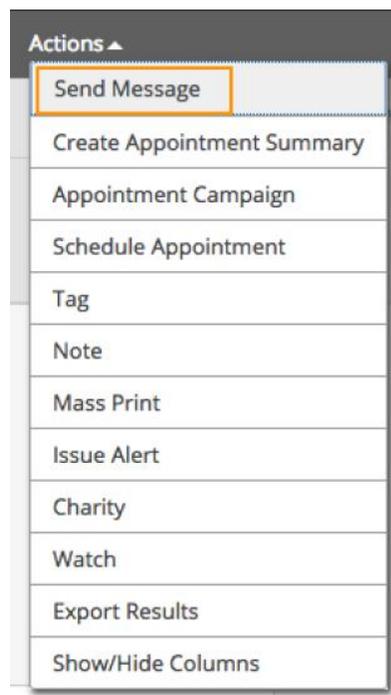
Message Student link on the **Student Profile** page
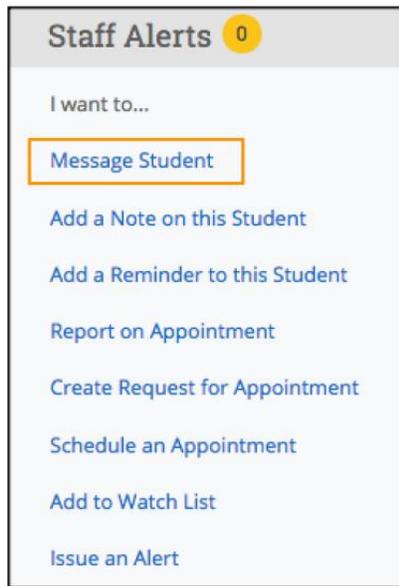
Send Message action on the Advanced Search results page.
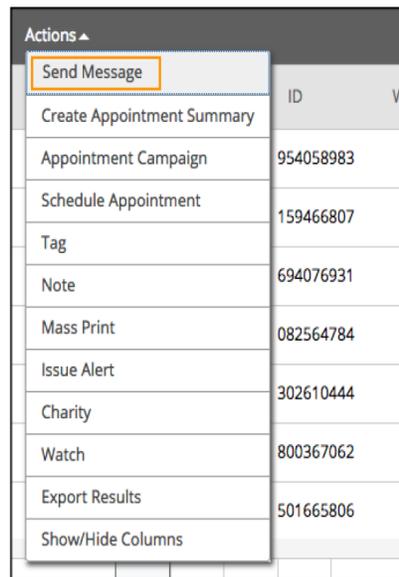
IMPORTANT: If you do not see the option to email or text students, then your role does not have the proper permission for this action, or your institution decided not to allow texting. Contact your Application Administrator with questions.

Viewing Email and Text Conversations

You can access all communications between you and your students through the Conversations page of the platform. You can also access all communication with a specific student through the Conversations tab of their student profile. See below:

Overview | Success Progress | Reports / Notes | Courses | Path | More ▲

Calendar
Appointments
Conversations

Current Alerts ⓪

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student