



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.

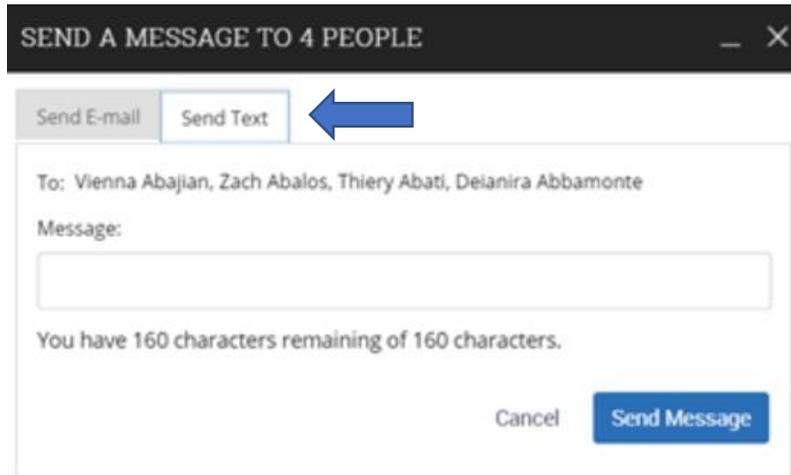
Send Additional E-mail Notifications To

Allows you to include additional students or staff you want to include on the email.

The screenshot shows the 'Send E-mail' interface. At the top, there are two tabs: 'Send E-mail' (active) and 'Send Text'. Below the tabs, the 'To' field is populated with 'Zach Abalos, Deianira Abbamonte'. The 'Subject' field is empty. The 'Message' field contains a rich text editor with a toolbar showing bold (B), italic (I), bulleted list, numbered list, link, and paragraph options. Below the message field is an 'Add Attachment' section with a 'Select file to attach' label and a paperclip icon. At the bottom, there is a 'Send Additional E-mail Notifications To' field and two buttons: 'Cancel' and 'Send Message'.

Text

Texts only allow you to include a message. They are restricted to 160 characters.

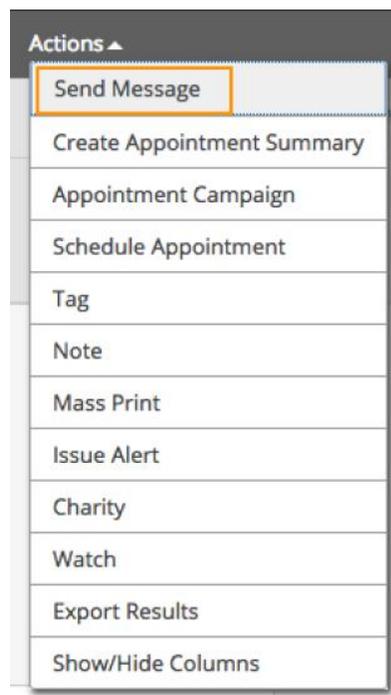


Important. Sending an email or text message to more than one student blind copies all students. In other words, the student does not know that the message was sent to more than one student. For both email and text, it looks like the message was only sent to them.

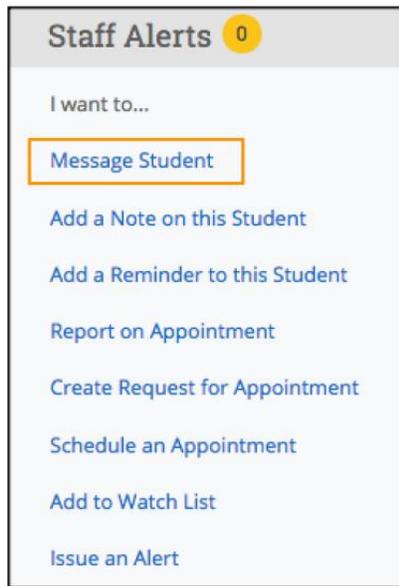
Sending Messages

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.

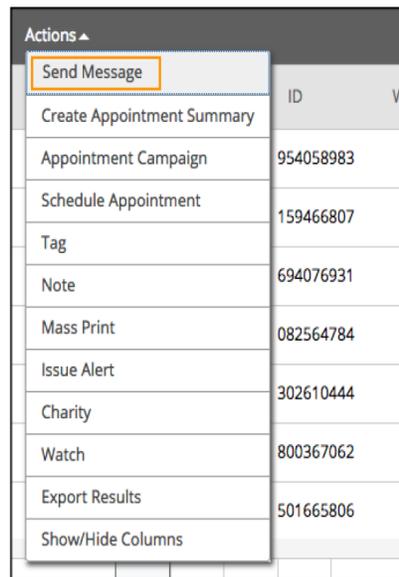
Send Message action on the **Staff Home** page.



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](#)