

## Messaging a Student

Within Navigate, you have the ability to message students via text or email. You can message students that are assigned to you from your home screen or from within a single student's profile. Follow these same steps to message a student from within a student list.

Messaging from the Home screen:

1a. From the Navigate home screen, select the check-box next to the student(s) assigned to you that you wish to message.

	GATE 🖧 🛙		Quick Se	arch		
ଜ 🗲						
Staff Home 💌						
	Students App	ointments My Availability	Appointment Queues			
6	Test •					
*	Actions *	STUDENT NAME	▼ ID	PREDICTED RISK LEVEL	CATEGORY	AT RISK2
Ð	<b>0</b> 1	Student, Test				No
=	2	Martin, Tonia				No
<b>()</b>	□ 3	Nalley, Chuck				No
Ley.	4	West, Kaleb				No

Test • ٢ > Send Message PREDICTED RISK LEVE CATEGORY AT Create Appointment Summa Ł No Appointment Campaign ≣ Schedule Appointment No Tag No D Note No Ð Mass Print Issue Alert 3 Add to Student List Export Results Show/Hide Columns

2a. Select the "Actions" drop down button and then select "Send Message"



3a. From this page you can send an email or text to a student. To change between email and text,
select the desired tab from the top of the form.

SEND A MESSAGE TO 2 PEOPLE _ X	
Send E-mail Send Text	
To: Test Student, J Vest Subject:	
$\begin{array}{c c} & \\ & \\ B & I \\ \hline & \\ & \\ \hline & \\ & \\ & \\ & \\ & \\ & \\ &$	
REDICTED RISK LEV	AT RISK?
	No
Add Attachment:	No
Choose File No file chosen	No
Send Additional E-mail Notifications To:	
Cancel Send Message	
	4 total result

4a. After writing your email or text, simply select "Send Message" at the bottom of the form.

(additional information below)



Messaging from Student profile:

1b. Search for the student by using the "Quick Search" field at the top of your page. You can search by name or UTC ID.

UNIVERSITY OF TENNESSEE AT CHATTANDOGA						
		Test Student	^			
ቆ		Test Student (*) (advisor)	Î.			
	Staff Home 🔻	Test Student (*A123) (student)				
		test advisor (*) (advisor)				
	Students Appointments My Availability Appointm	Test User (*T051) (advisor)	-			
	Test •					
*	Actions *					
0	ALL STUDENT NAME - I	D PREDICTED RISK LEVEL   CATEGORY  AT RISK?				
Q	1 Student, Test	No				
	2 Martin, Tonia	No				
	3 Nalley, Chuck	No				
F	4 West Kaleb	No				

2b. Within the student profile, select "Message Student" from the menu on the right of the screen.

Test Student	<b>CHATTA</b>	
Overview History Class Info Path More 🕶		Current Alerts 🤨
Shuleat ID	Classification	I want to
CHA123	Junior	Message Student
		Add a Note on this Student
Goals & Interests (supplied by the student)		Add a Reminder to this Student
		Report on Appointment
Favorite Majors	Favorite Subjects	Schedule an Appointment
None	None	Add to Student List
		Issue an Alert

3b. Follow step "3a." to complete the message.