THE UNIVERSITY OF
TENNESSEE
CHATTANOOGA

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.
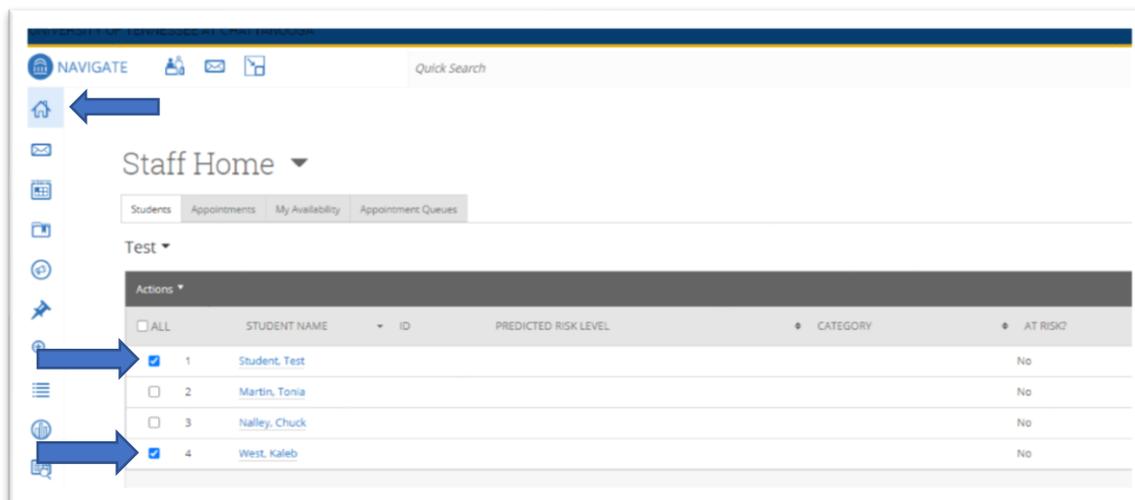
　　2a. Select the "Actions" drop down button and then select "Send Message"
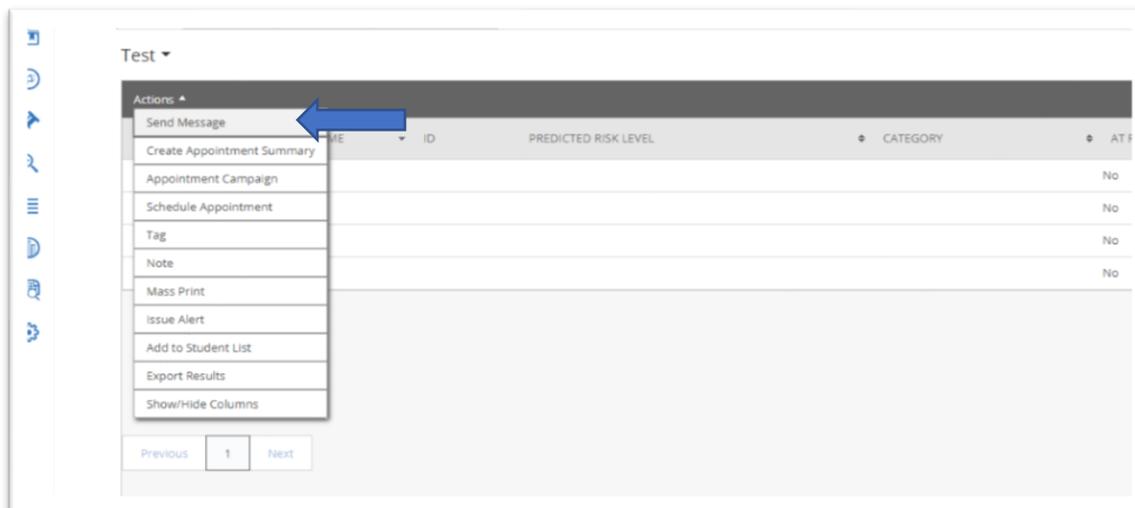
3a. From this page you can send an email or text to a student. To change between email and text, select the desired tab from the top of the form.
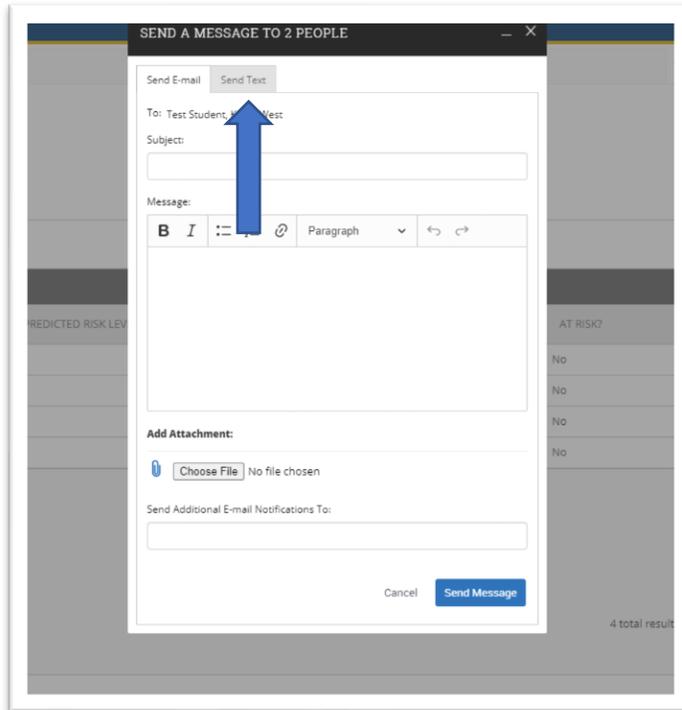
4a. After writing your email or text, simply select "Send Message" at the bottom of the form.

(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.
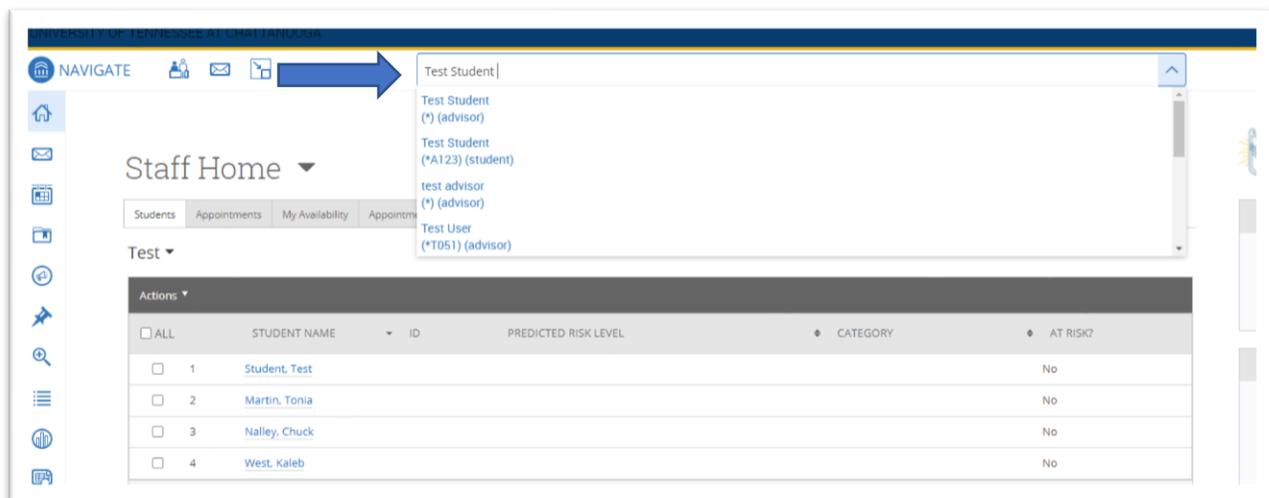
2b. Within the student profile, select "Message Student" from the menu on the right of the screen.
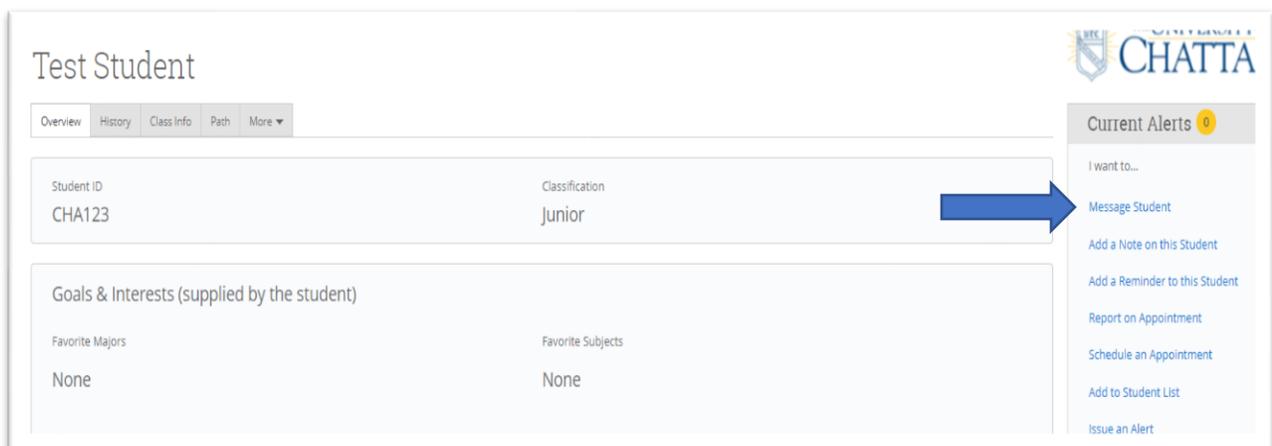
3b. Follow step "3a." to complete the message.