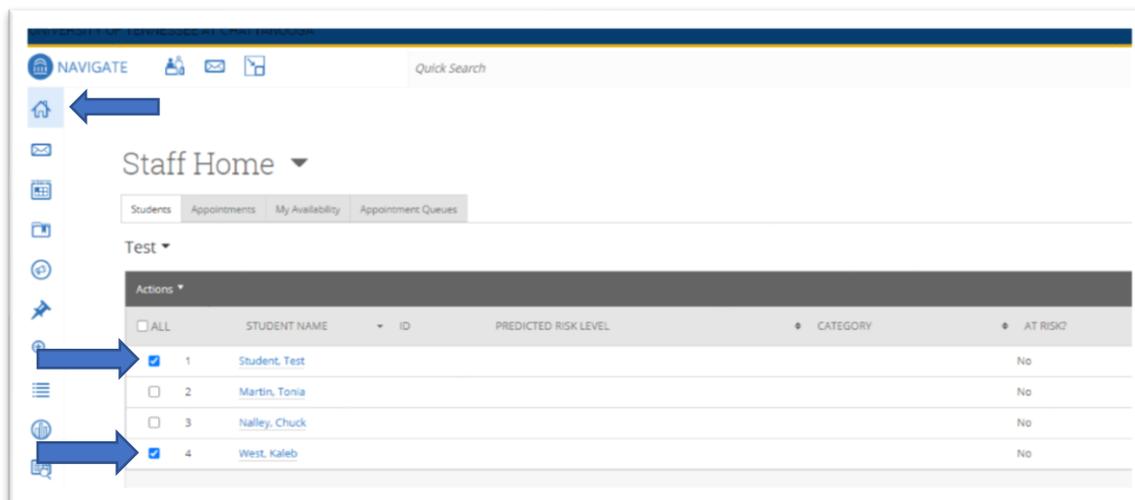


Messaging a Student

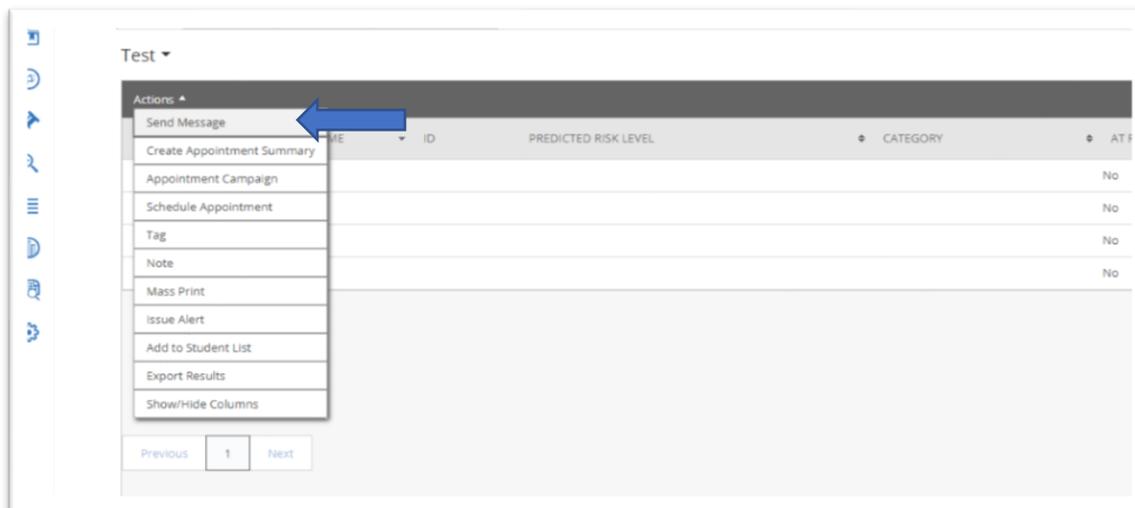
Within Navigate, you have the ability to message students via text or email. You can message students that are assigned to you from your home screen or from within a single student's profile. Follow these same steps to message a student from within a student list.

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.

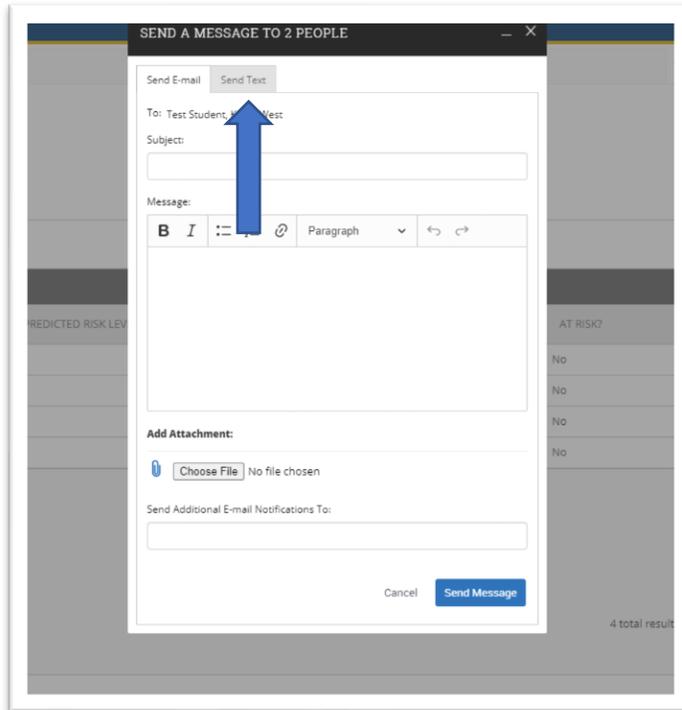


- 2a. Select the "Actions" drop down button and then select "Send Message"



If you have any issues or additional questions, please email Navigate@utc.edu

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

Send E-mail Send Text

To: Test Student, West

Subject:

Message:

B *I*   Paragraph  

Add Attachment:

 Choose File No file chosen

Send Additional E-mail Notifications To:

Cancel Send Message

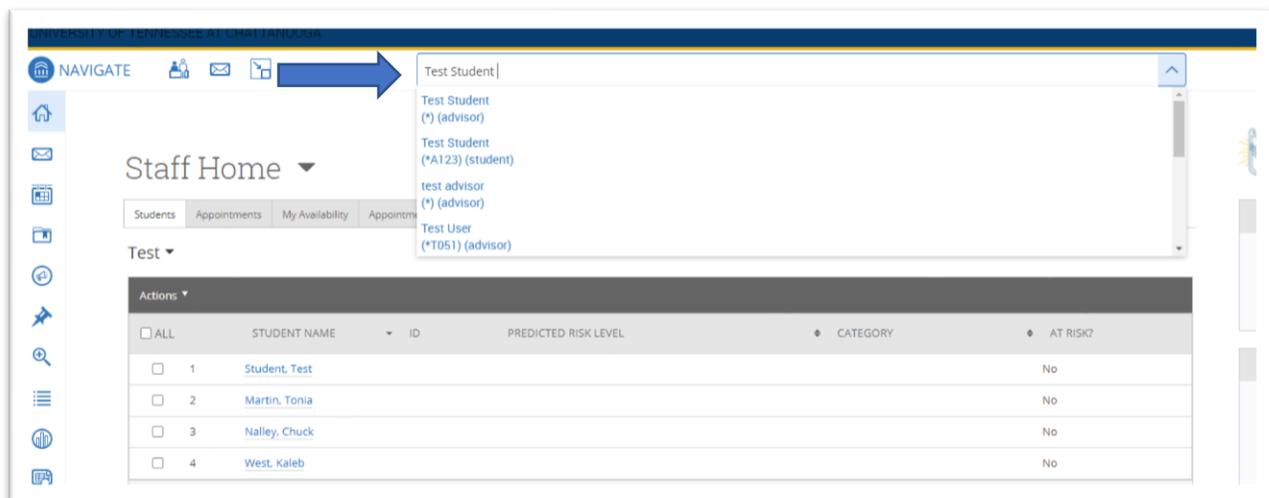
4 total result

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

(additional information below)

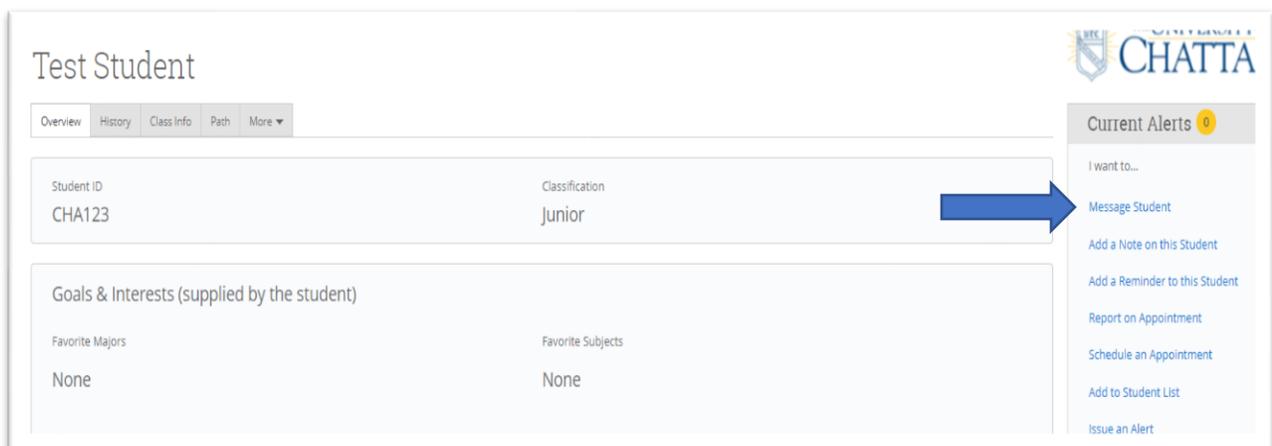
Messaging from Student profile:

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.



ALL	STUDENT NAME	ID	PREDICTED RISK LEVEL	CATEGORY	AT RISK?
<input type="checkbox"/>	1	Student, Test			No
<input type="checkbox"/>	2	Martin, Tonia			No
<input type="checkbox"/>	3	Nalley, Chuck			No
<input type="checkbox"/>	4	West, Kaleb			No

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



Test Student

Overview History Class Info Path More

Student ID: CHA123 Classification: Junior

Goals & Interests (supplied by the student)

Favorite Majors: None Favorite Subjects: None

Current Alerts 6

- I want to...
- Message Student
- Add a Note to this Student
- Add a Reminder to this Student
- Report on Appointment
- Schedule an Appointment
- Add to Student List
- Issue an Alert

3b. Follow step “3a.” to complete the message.