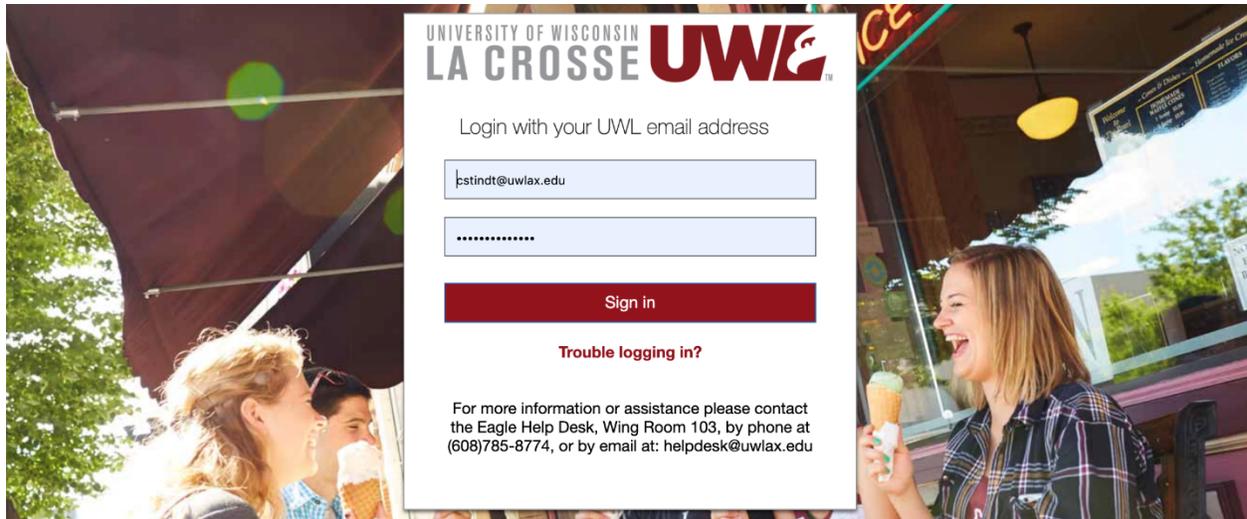


HOW TO USE NAVIGATE FOR STUDENT OUTREACH

Login to Navigate here: <https://uwlax.campus.eab.com/>

Navigate uses single sign-on, so login with your UWL account. Please note that DUO is required.

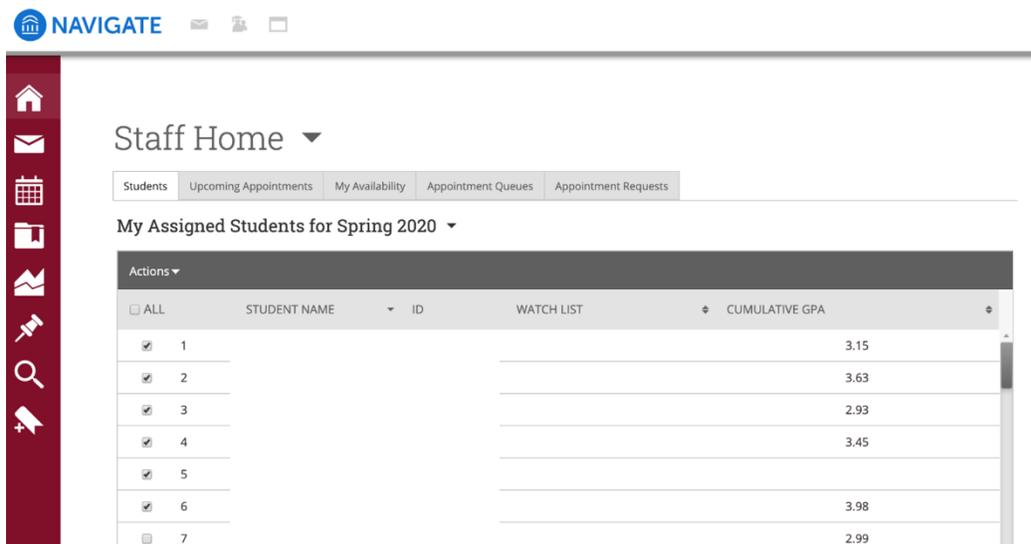


Please note the helpful information below for sending text messages to students.

- 1) You only have 160 characters, so be precise.
- 2) You need to identify yourself, because students will not know who is texting them.
- 3) If a student replies, it will come to your email inbox.
 - a. If you text more than 100 students they will not be able to respond.
- 4) You can reply to the email and it will go back as a text to the student.
- 5) An example: *This is Dr. Espinosa, your Bio105 instructor. I see that you haven't logged in to Canvas yet. You need to engage with materials on Canvas to successfully complete this course. Please reply.*

Texting your Advisees

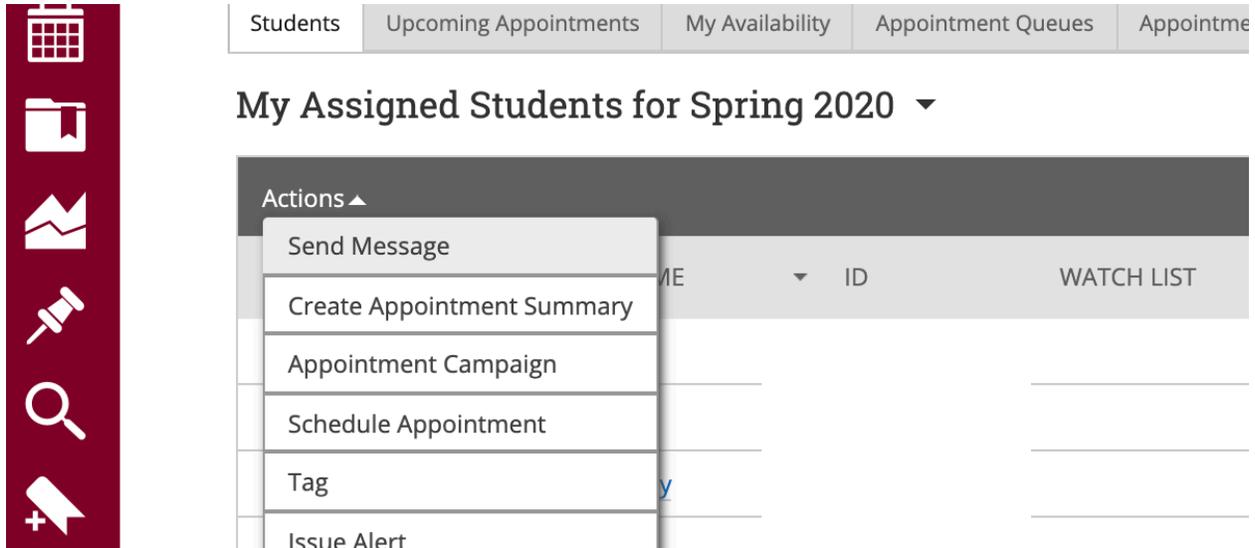
The Staff Home page is what comes up automatically when you login.



Actions	STUDENT NAME	ID	WATCH LIST	CUMULATIVE GPA
<input checked="" type="checkbox"/>	1			3.15
<input checked="" type="checkbox"/>	2			3.63
<input checked="" type="checkbox"/>	3			2.93
<input checked="" type="checkbox"/>	4			3.45
<input checked="" type="checkbox"/>	5			3.98
<input checked="" type="checkbox"/>	6			3.98
<input type="checkbox"/>	7			2.99

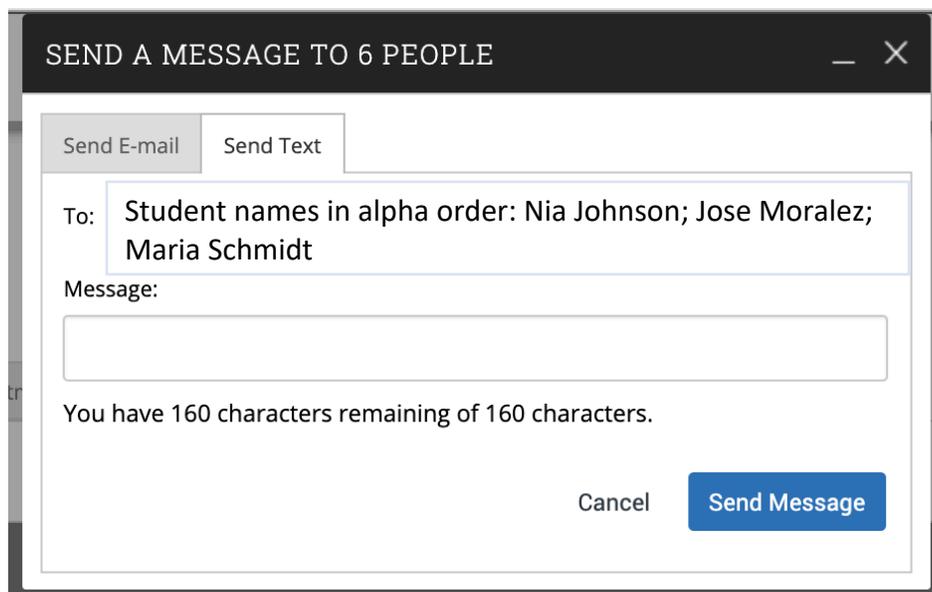
Select the students you would like to send a message to. It can be done individually or in a group.

In the gray bar, **select** the small **“triangle”** to the right of **“Actions”** and a menu will drop down. In this menu select **“Send Message”**.



The screenshot shows a software interface. On the left is a vertical sidebar with a dark red background and white icons: a calendar, a folder, a line graph, a pushpin, a magnifying glass, and a location pin with a plus sign. The main area has a top navigation bar with tabs: 'Students' (selected), 'Upcoming Appointments', 'My Availability', 'Appointment Queues', and 'Appointment'. Below the tabs is a header 'My Assigned Students for Spring 2020' with a downward arrow. A table is partially visible with columns 'NAME', 'ID', and 'WATCH LIST'. An 'Actions' dropdown menu is open, listing: 'Send Message', 'Create Appointment Summary', 'Appointment Campaign', 'Schedule Appointment', 'Tag', and 'Issue Alert'.

There are two tabs – select the second one, which says **“Send Text”**. It will list the names of the students you are sending the text to. Please see suggestions for sending messages on the next page.



The screenshot shows a dialog box titled 'SEND A MESSAGE TO 6 PEOPLE' with a close button (X) in the top right. It has two tabs: 'Send E-mail' and 'Send Text' (selected). The 'To:' field contains the text 'Student names in alpha order: Nia Johnson; Jose Moralez; Maria Schmidt'. Below it is a 'Message:' text box. At the bottom, it says 'You have 160 characters remaining of 160 characters.' and has 'Cancel' and 'Send Message' buttons.

When you have your message composed in the text box, select **“Send Message”**.