HOW TO USE NAVIGATE FOR STUDENT OUTREACH

Login to Navigate here: https://uwla.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.
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”.

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.

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

Last update 4-3-2020