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.

Once you are logged in you will have two options of students to text, your advisees or students in courses you are teaching.

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. Lopez (Bio105). You haven’t logged into 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”.
Texting Students in Courses

To text students in your active courses, Switch to your Professor Home page. **Select** the arrow next to Staff Home, and Professor Home will pop up underneath. **Click** on “Professor Home”.

If it works, you’ll see the top change, and a listing of your courses appear. If you scroll down you will see the students in your courses.
When you see “Students In My Classes” you can select the students that you would like to message. This can be individual students or multiples. If you’d like to text all students in all of your classes, you can select the top box, next to Index, and it will select all. Students will not know who else is getting a text.

Next select the small arrow next to “Actions” and a drop down menu will appear. Select “Send Message”.
This will open a new window. Select the second tab for “Send Text”.

SEND A MESSAGE TO 130 PEOPLE

Send E-mail  Send Text

To: 130 recipients

Warning:
Recipients will not be able to respond to this message because there are more than 100 recipients. This constraint is in place to avoid text message spam blockers.

Message:

You have 160 characters remaining of 160 characters.

Cancel  Send Message

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

Last update 3-26-2020