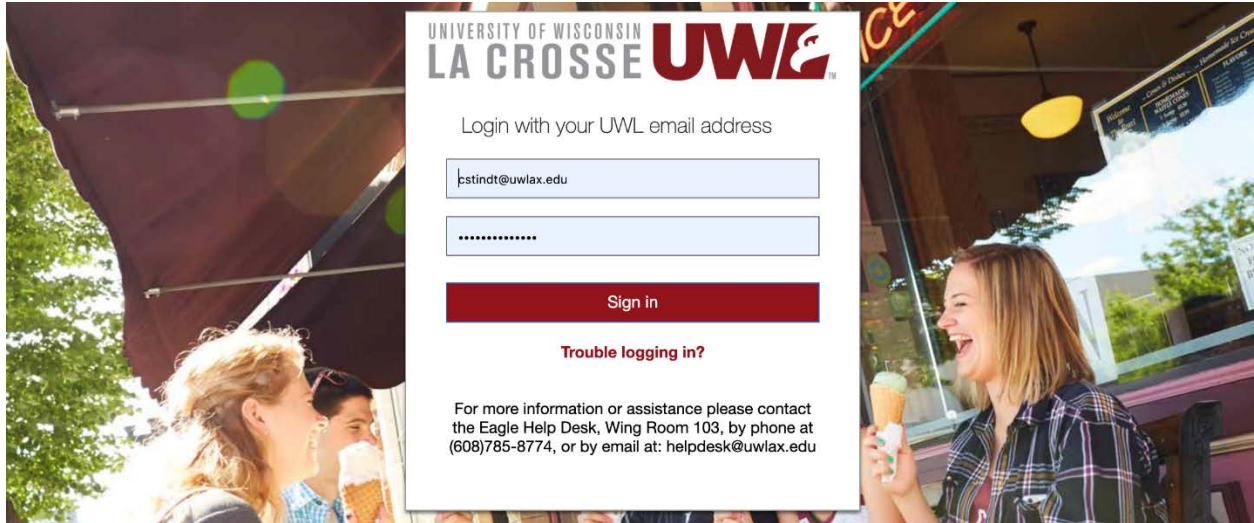


## HOW TO USE NAVIGATE FOR STUDENT OUTREACH

**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.



## Staff Home ▾

- Students
- Upcoming Appointments
- My Availability
- Appointment Queues
- Appointment Requests

### My Assigned Students for Spring 2020 ▾

Actions ▾				
<input type="checkbox"/> ALL	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			
<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”**.



- Students
- Upcoming Appointments
- My Availability
- Appointment Queues
- Appointment Requests

### My Assigned Students for Spring 2020 ▾

Actions ▲				
<input type="checkbox"/> ALL	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			
<input checked="" type="checkbox"/>	6			3.98
<input type="checkbox"/>	7			2.99

- Send Message
- Create Appointment Summary
- Appointment Campaign
- Schedule Appointment
- Tag
- 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.

SEND A MESSAGE TO 6 PEOPLE

Send E-mail Send Text

To: Student names in alpha order: Nia Johnson; Jose Morales; Maria Schmidt

Message:

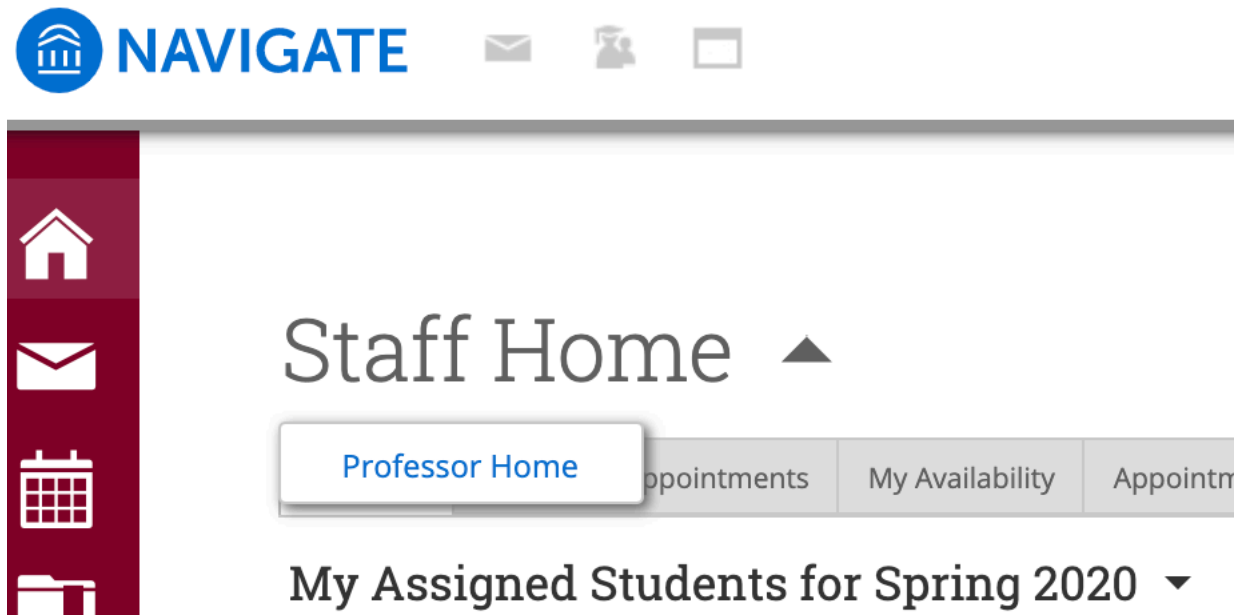
You have 160 characters remaining of 160 characters.

Cancel Send Message

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

## 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”**.



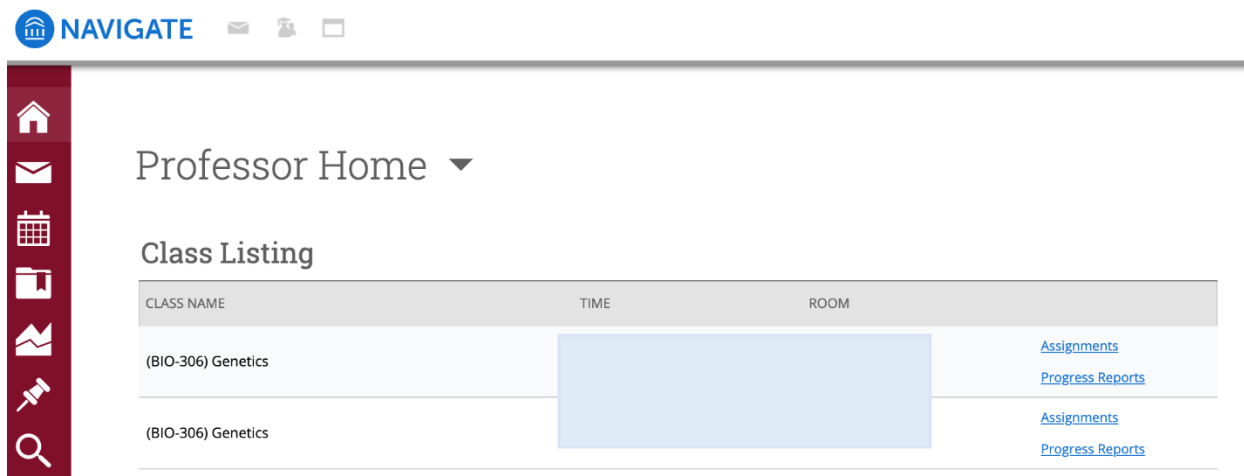
NAVIGATE

Staff Home ▲

Professor Home Appointments My Availability Appointr

My Assigned Students for Spring 2020 ▼

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.



NAVIGATE

Professor Home ▼

Class Listing

CLASS NAME	TIME	ROOM
(BIO-306) Genetics		<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(BIO-306) Genetics		<a href="#">Assignments</a> <a href="#">Progress Reports</a>

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.

## Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input checked="" type="checkbox"/>	1		Academic Standing: Good Standing, Cohort: New First Year 18, First Generation, Pre-Professional - Pre-Dentistry Track	BIO-306-03, BIO-306-14L
<input checked="" type="checkbox"/>	2		Academic Standing: Good Standing, Cohort: New First Year 18	BIO-306-03
<input checked="" type="checkbox"/>	3		Academic Standing: Good Standing, Balance Due, Cohort: New First Year 17, Milestone: Spanish Placement	BIO-306-03

Next **select** the small arrow next to **“Actions”** and a drop down menu will appear. Select **“Send Message”**.

## Students In My Classes

Actions ▲				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>			new	Miles
<input type="checkbox"/>			Miles	Miles
<input type="checkbox"/>			Acad	New
<input type="checkbox"/>			Prof	Prof

- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Alert
- Tag

This will open a new window. Select the second tab for **“Send Text”**.

**SEND A MESSAGE TO 130 PEOPLE** — X

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*