HOW TO USE NAVIGATE FOR STUDENT OUTREACH

Login to Navigate here: https://uwla.x 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) Please note, not all students have shared a number with us to send text messages to.
4) 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.
5) You can reply to the email and it will go back as a text to the student.
6) 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 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”.

Staff Home ▲

Professor Home ▲

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.

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.

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”.

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

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