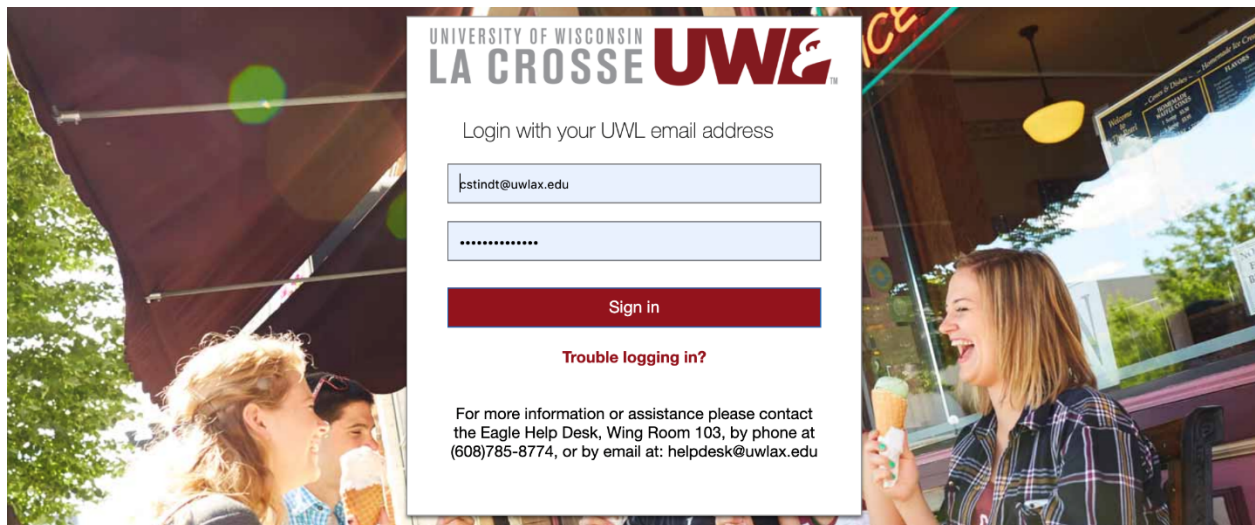


## HOW TO USE NAVIGATE FOR STUDENT OUTREACH

**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.

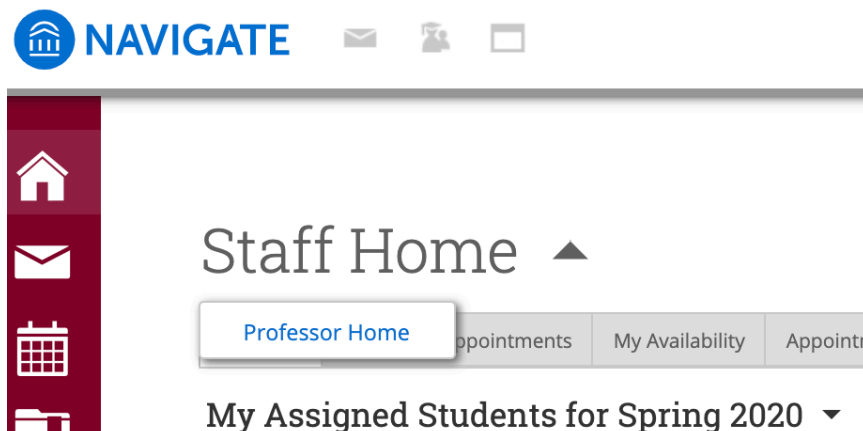


**Please note the helpful information below for sending text messages to students.**

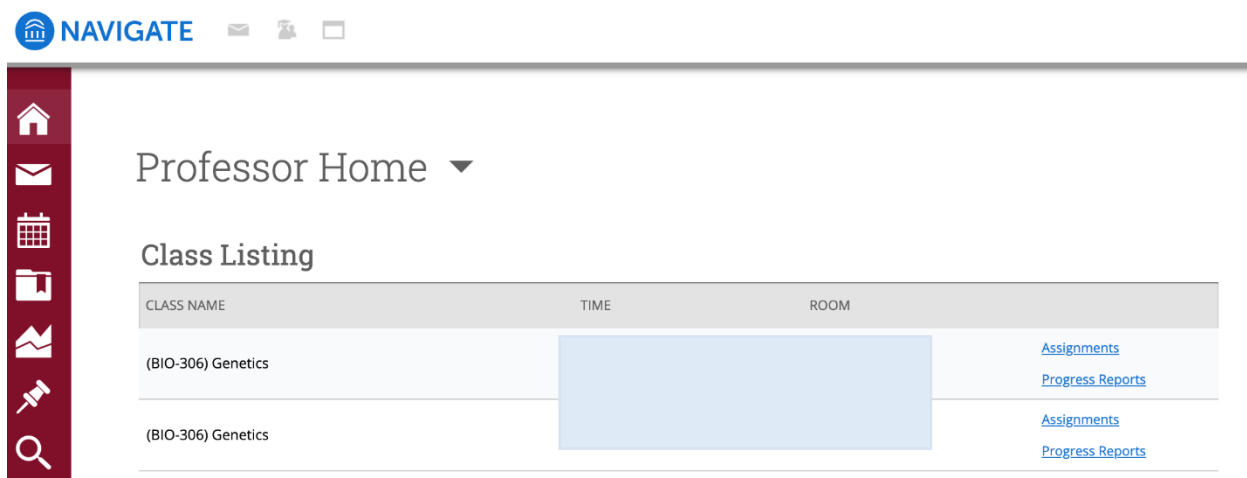
- 1) You only have 160 characters, so be precise.
- 2) You need to identify yourself, because students will not know who is texting them.
- 3) Please note, not all students have shared a number with us to send text messages to.
- 4) If a student replies, it will come to your email inbox.
  - a. If you 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”.



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.



The screenshot shows the NAVIGATE interface. On the left is a vertical sidebar with icons for Home, Mail, Calendar, Documents, Reports, and Search. The main content area is titled "Professor Home" with a dropdown arrow. Below this is a "Class Listing" section containing a table with three columns: CLASS NAME, TIME, and ROOM. The table lists two entries for "(BIO-306) Genetics". To the right of the table are links for "Assignments" and "Progress Reports".

CLASS NAME	TIME	ROOM
(BIO-306) Genetics		
(BIO-306) Genetics		

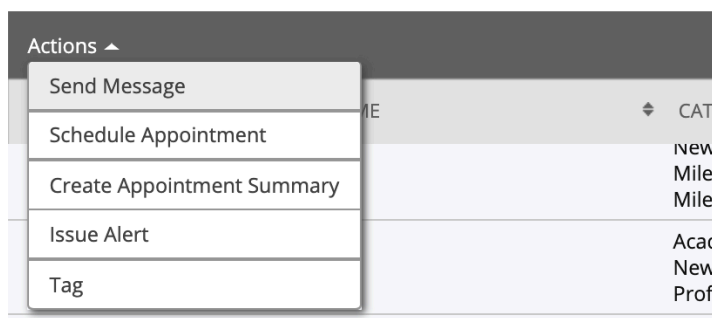
When you see **“Students In My Classes”** you can select the students that you would like to message. This can be individual students or multiples. If you'd like to text all students in all of your classes, you can select the **top box**, next to Index, and it will **select all**.

## Students 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



This screenshot shows the same table as the previous one, but with the "Actions" dropdown menu open. The menu lists several options: "Send Message", "Schedule Appointment", "Create Appointment Summary", "Issue Alert", and "Tag". The table content is partially visible behind the menu.

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 4-3-2020*