

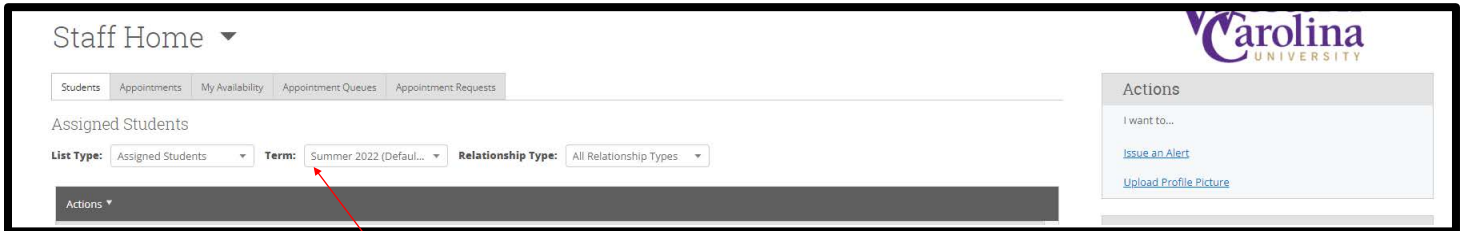
## Navigate: How to Message Students

Sending a message to your student(s) through Navigate will send an email from your WCU email to the student's WCU email. Navigate will also keep a record of all messages you send to the student. These messages will be stored on the student's profile page.

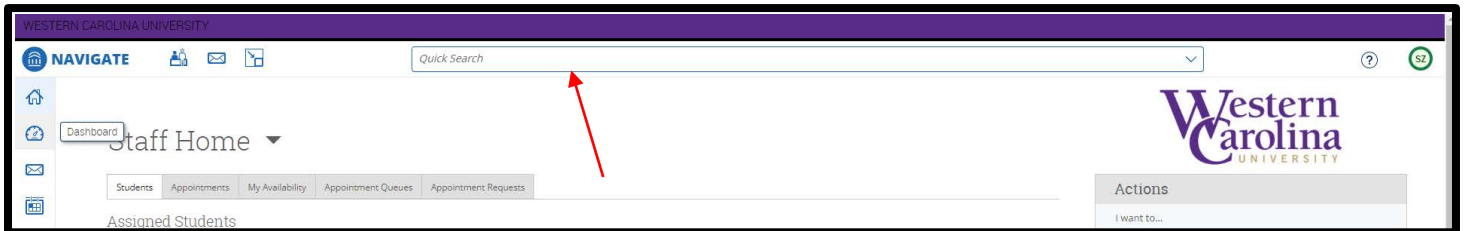
There are two different methods to send students messages through Navigate.

### Method #1:

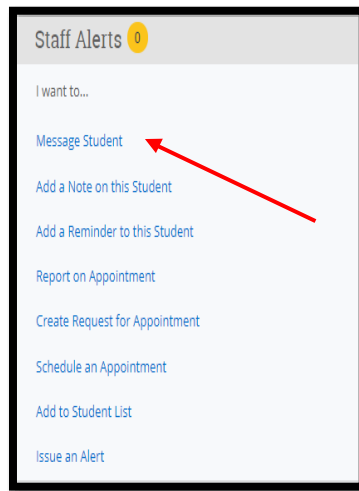
1. Once you have logged in to Navigate, and adjusted your term,



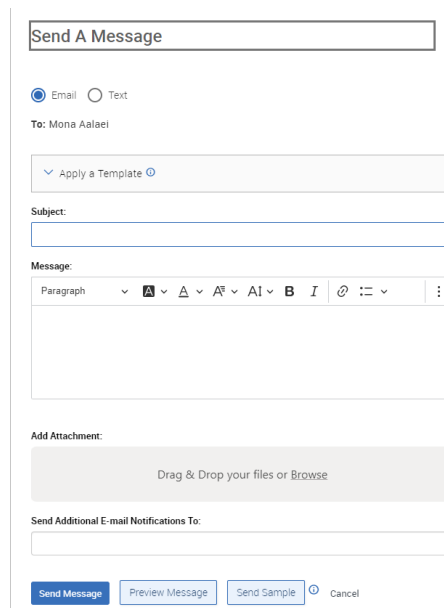
Click on the **Quick Search** feature to look up your desired student



- Now that you are on your student's profile page, select **Message Student** from the **Options** box located below the WCU University logo and/or Profile Picture.



- An email form will appear on your screen. Write your email and **Send Message**.

A screenshot of a "Send A Message" form. At the top, there is a title bar "Send A Message" with a close button (X). Below the title bar, there are radio buttons for "Email" (selected) and "Text". The "To:" field is populated with "Mona Aalaei". There is a button labeled "Apply a Template" with a dropdown arrow. The "Subject:" field is empty. The "Message:" section features a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), and other text formatting tools. Below the message editor is an "Add Attachment:" section with a button that says "Drag & Drop your files or Browse". At the bottom, there is a field for "Send Additional E-mail Notifications To:". The form concludes with four buttons: "Send Message", "Preview Message", "Send Sample" (with a dropdown arrow), and "Cancel".

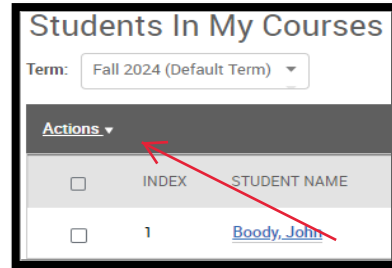
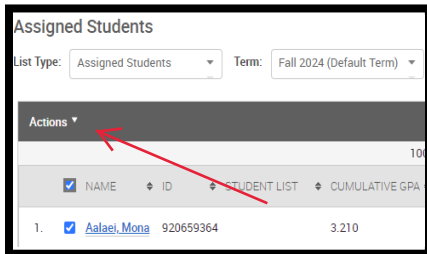
**Method #2:**

1. From your **Staff Home** you can message your assigned advisees, and from your **Professor Home** you can message the students enrolled in your courses



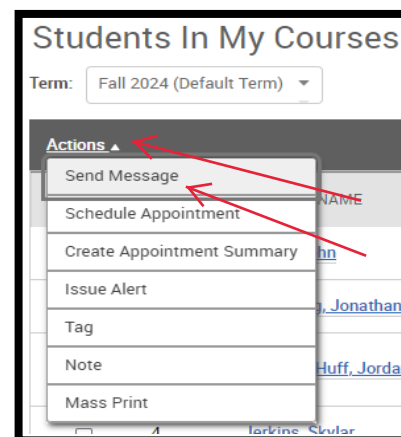
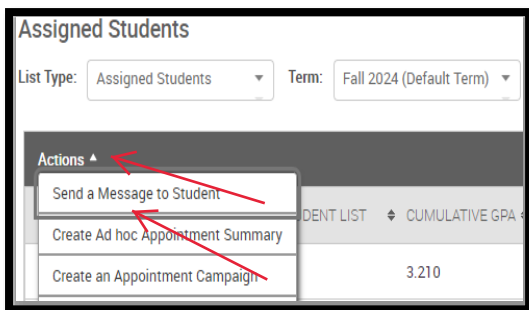
2. Click the check box next to the student you would like to message (if you would like to message all of your assigned advisees, click the **ALL** box in the light gray bar)

2. Click the check box next to the student you would like to message (if you would like to message all of the students enrolled in your courses, click the **ALL** box in the light gray bar)



3. Now, click the **Actions** button in the dark gray bar, and select **Send Message to Student**

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4. An email form will appear on your screen. Write your email or text and **Send A Message**.

Send A Message

Email  Text

To: Mona Aalaei

▼ Apply a Template

Subject:

Message:

Paragraph ▼ **A** ▼ *A* ▼ A<sup>2</sup> ▼ A<sub>1</sub> ▼ **B** *I* 🔗 **☰** ▼ ⋮

Add Attachment:

Drag & Drop your files or [Browse](#)

Send Additional E-mail Notifications To:

[Send Message](#) [Preview Message](#) [Send Sample](#) [Cancel](#)

The record of the message you have sent to your student can be found on their profile page. Click on the **More** tab underneath their name, and select **Conversations**.

