

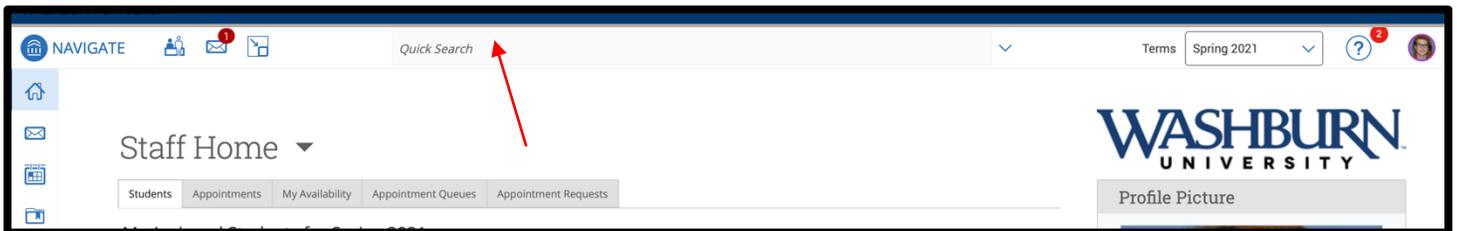
Navigate: How to Message Students

Sending a message to your student(s) through Navigate will send an email from your Washburn email to the student's Washburn email. Navigate will also keep a record of all messages you send to the student.

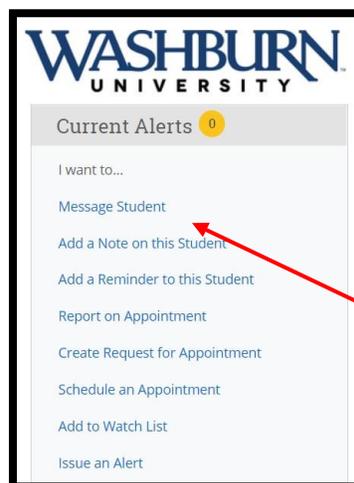
There are two different methods to send students messages through Navigate.

Method #1:

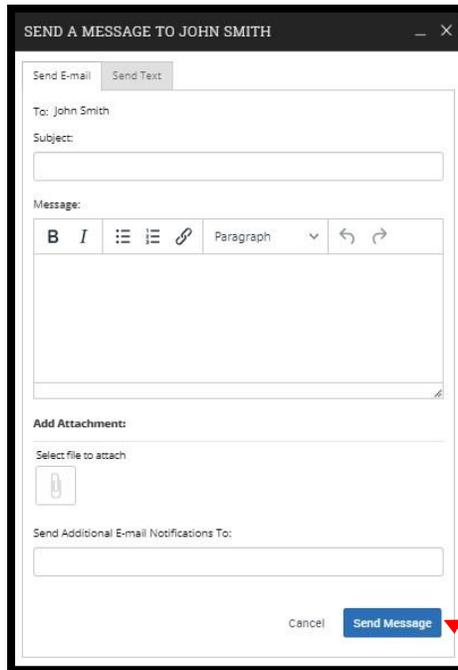
1. Once you have logged in to Navigate, click on the **Quick Search** feature in the upper center to look up your desired student



2. Now that you are on your student's profile page, select **Message Student** from the **Current Alerts** box located below the Washburn University logo



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



SEND A MESSAGE TO JOHN SMITH

Send E-mail Send Text

To: John Smith

Subject:

Message:

B *I*    Paragraph  

Add Attachment:

Select file to attach



Send Additional E-mail Notifications To:

Cancel **Send Message**

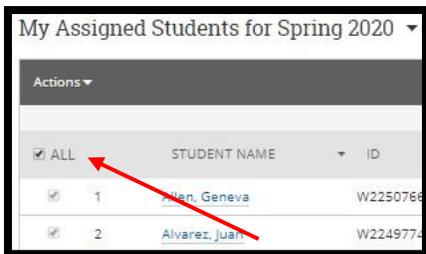
Method #2:

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



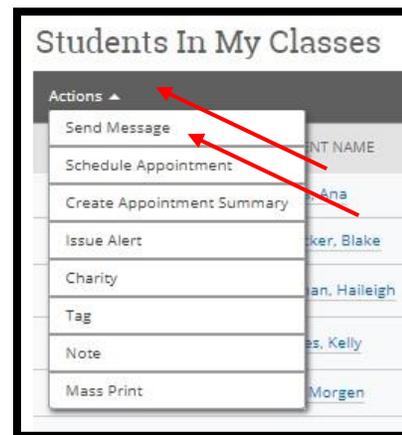
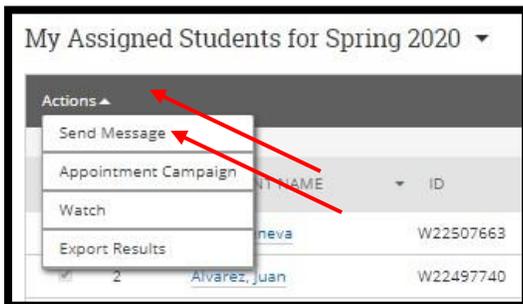
- Click the check box next to the student(s) you would like to message (if you would like to message all of your assigned advisees, click the **ALL** box in the light gray bar)

- Click the check box next to the student(s) 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)



- Now, click the **Actions** button in the dark gray bar, and select **Send Message**

- Now, click the **Actions** button in the dark gray bar, and select **Send Message**



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

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**.