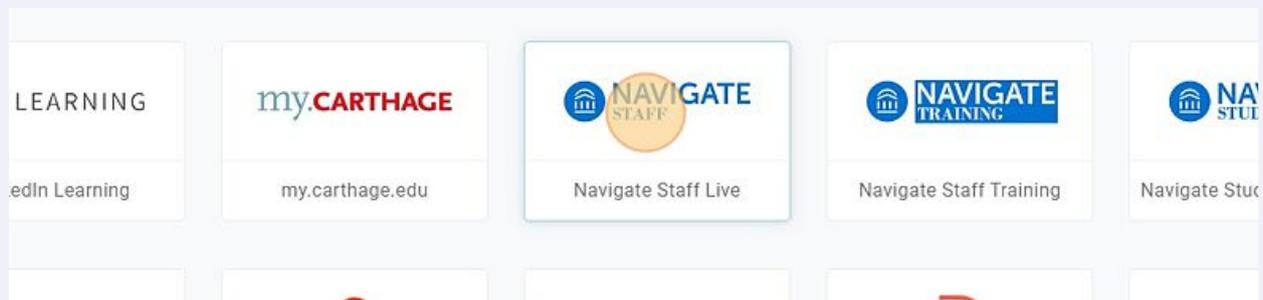


Navigate: Send Messages to Students

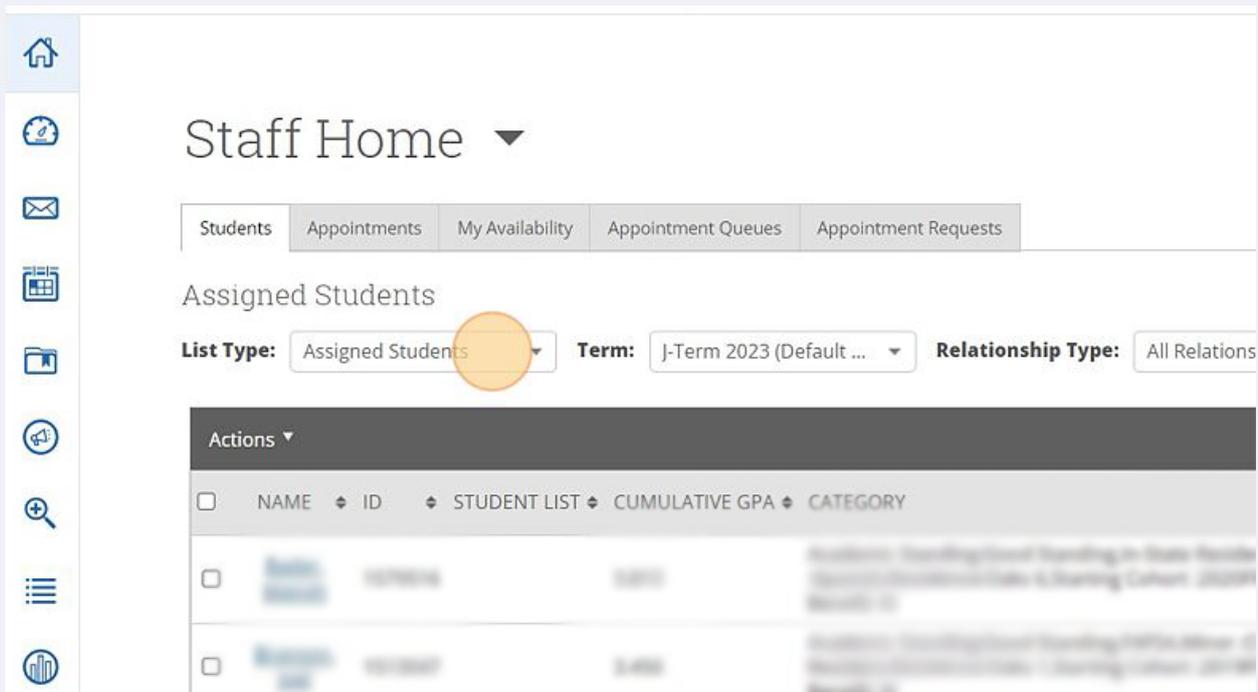
Guide for Faculty to message students using Navigate Staff Live. The initial message is sent from Navigate. Responses will land in your Carthage email inbox and will not be kept in Navigate.

- Steps 2-14 show how to message your advisees from the Staff Home page.
- Step 15 starts the instructions for messaging students in your courses from the Professor Home page.

- 1 Find and select Navigate Staff Live in OneLogin. You may have to click the Carthage: All Apps tab.



- 2 For many users, the default page is the Staff Home page. Here you can see your advisees or assigned students. Clicking the different menus will allow you to filter the list in various ways.



3 Assigned students menu

The screenshot shows the 'Staff Home' interface. At the top, there are navigation tabs: 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. Below these, the 'Assigned Students' section is visible. It includes a 'List Type' dropdown menu currently set to 'Assigned Students', a 'Term' dropdown set to 'J-Term 2023 (Default ...)', and a 'Relationship Type' dropdown set to 'All Relations'. A blue button labeled 'Assigned Students' is highlighted in the 'List Type' dropdown menu. Below the dropdowns is a table with columns: 'NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', and 'CATEGORY'. The table contains two rows of student data.

4 Term menu

The screenshot shows the 'Staff Home' interface, similar to the previous one. The 'List Type' dropdown is set to 'Assigned Students'. The 'Term' dropdown menu is open, showing a search bar and a list of terms: 'J-Term 2023 (Default Term)', 'All Terms', 'Fall 2026', 'Spring 2026', 'Fall 2025', and 'Spring 2025'. The 'J-Term 2023 (Default Term)' option is highlighted in blue. The 'Relationship Type' dropdown is set to 'All Relationship Types'. The table below the dropdowns is partially visible, showing columns for 'NAME', 'ID', 'STUDENT LIST', and 'CUMULATIVE GPA'.

5 Relationship Type/Advisor Type menu

The screenshot shows the CARCO interface with a dropdown menu for 'Relationship Type' open. The menu options are: All Relationship Types, Department Chair (highlighted with an orange circle), Faculty Advisor, Primary Advisor, and Secondary Advisor. The background shows a table with columns for 'Term 2023 (Default ...)', 'LATIVE GPA', and 'CATEGORY'. The CARCO logo is in the top right corner, and a 'Profile Picture' placeholder is on the right side.

6 Click the checkbox next to a student's name to send messages to selected students only. To select all students on the list, click the checkbox next to Name in the table header.

The screenshot shows the 'Assigned Students' table in the CARCO system. The table has columns for 'NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', and 'CATEGORY'. A checkbox is highlighted with an orange circle next to the first student's name. The table header also has a checkbox next to the 'NAME' column. The interface includes a sidebar with navigation icons and a top navigation bar with tabs for 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment requests'. The 'List Type' is set to 'Assigned Students', 'Term' is 'J-Term 2023 (Default ...)', and 'Relationship Type' is 'All Relations'.

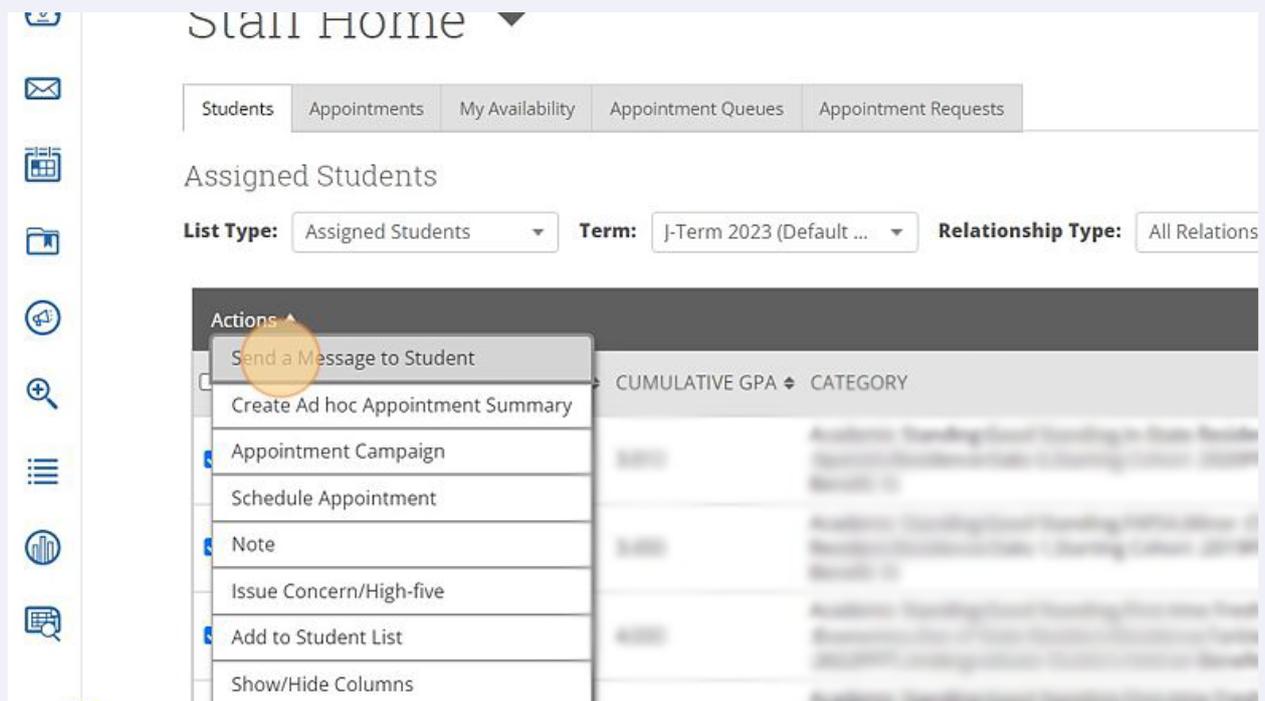
7 Select individual students cont.

The screenshot shows the 'Assigned Students' interface. At the top, there are filters for 'List Type' (Assigned Students), 'Term' (J-Term 2023 (Default ...)), and 'Relationship Type' (All Relations). Below the filters is a table with columns: NAME, ID, STUDENT LIST, CUMULATIVE GPA, and CATEGORY. The first row has a checked checkbox. The second row has an unchecked checkbox highlighted with an orange circle. The third, fourth, and fifth rows have unchecked checkboxes. A dark grey 'Actions' dropdown menu is visible at the top of the table area.

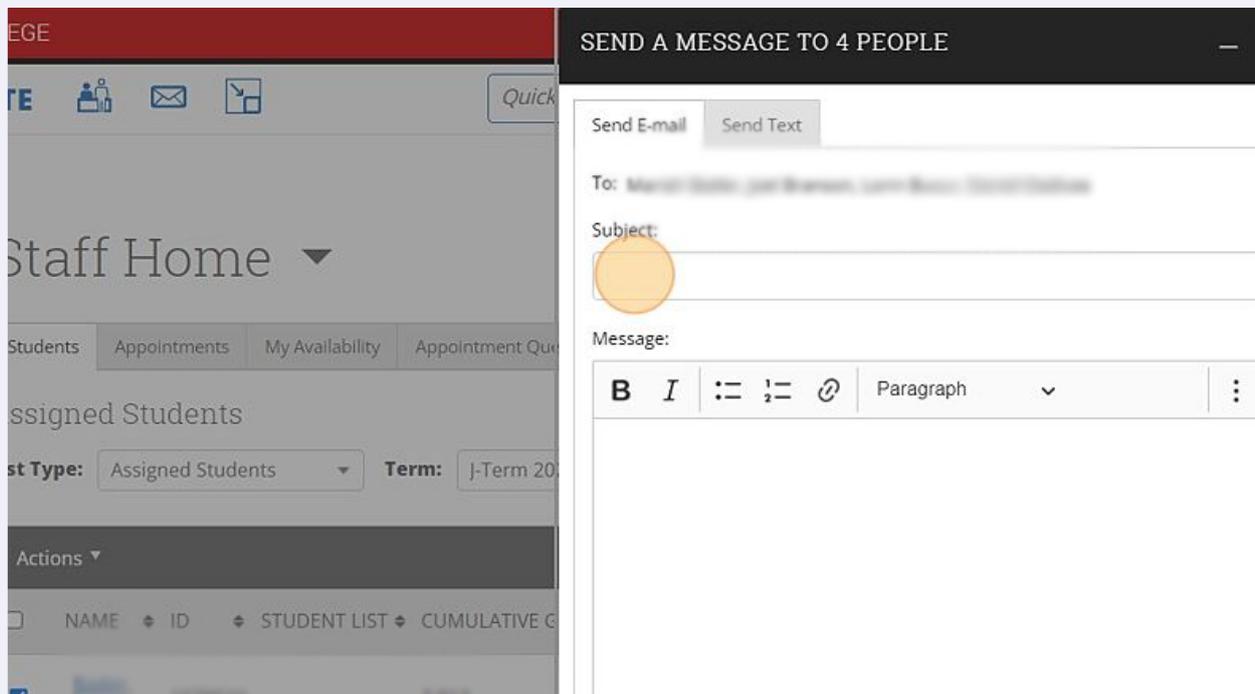
8 Once you have selected the students you'd like to message, click "Actions."

The screenshot shows the 'Staff Home' interface. At the top, there are tabs for 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. Below the tabs is the 'Assigned Students' section with filters for 'List Type' (Assigned Students), 'Term' (J-Term 2023 (Default ...)), and 'Relationship Type' (All Relations). Below the filters is a table with columns: NAME, ID, STUDENT LIST, CUMULATIVE GPA, and CATEGORY. The first, second, and third rows have checked checkboxes. The 'Actions' dropdown menu is highlighted with an orange circle.

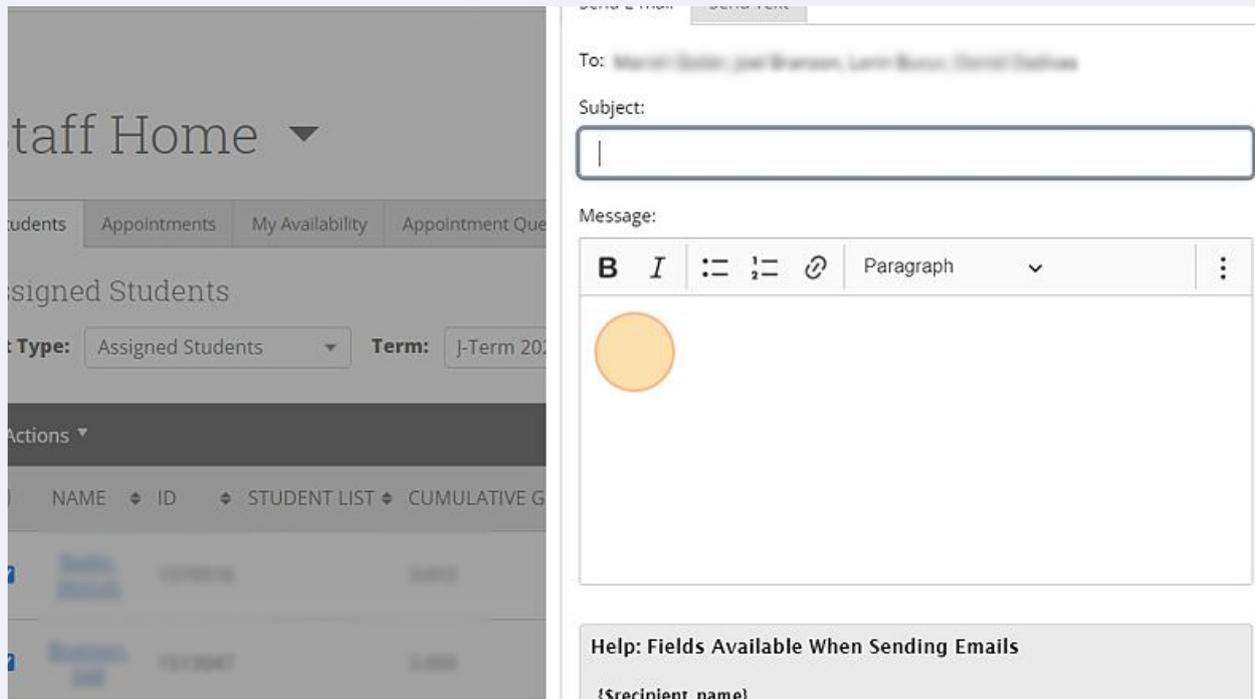
9 Click "Send a Message to Student"



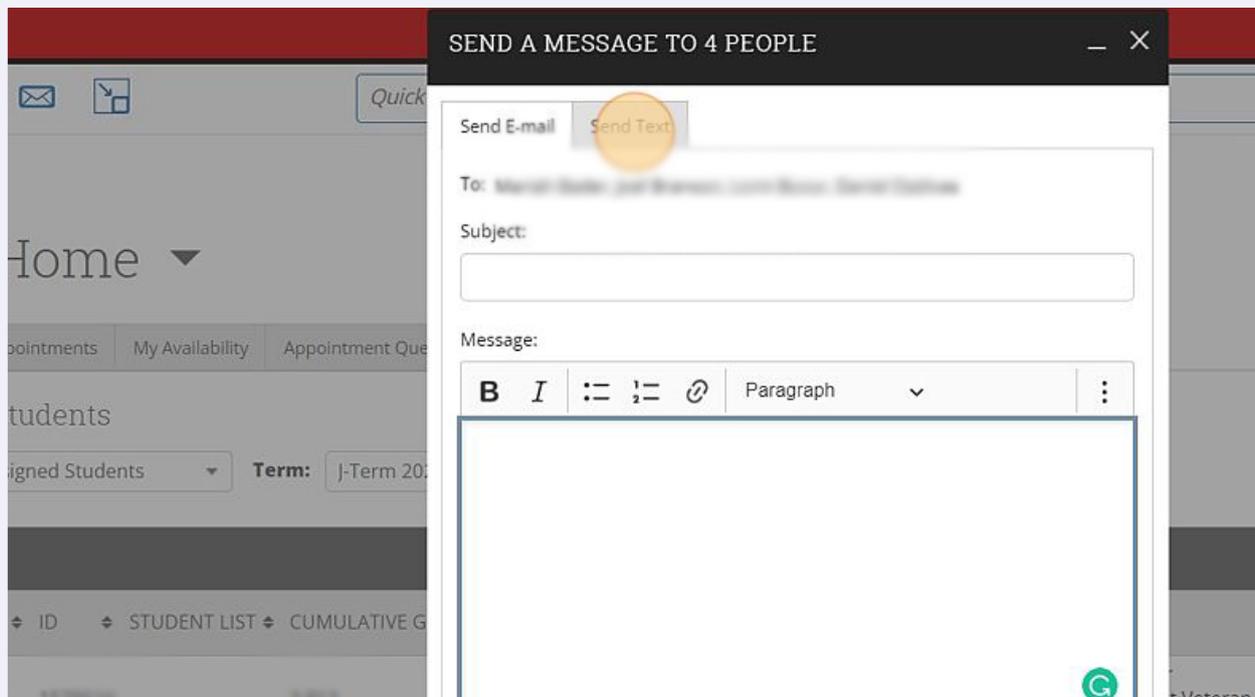
10 The popup defaults to Send Email. Enter a Subject. To continue sending an email, enter a Subject.



11 Type the body of your message.

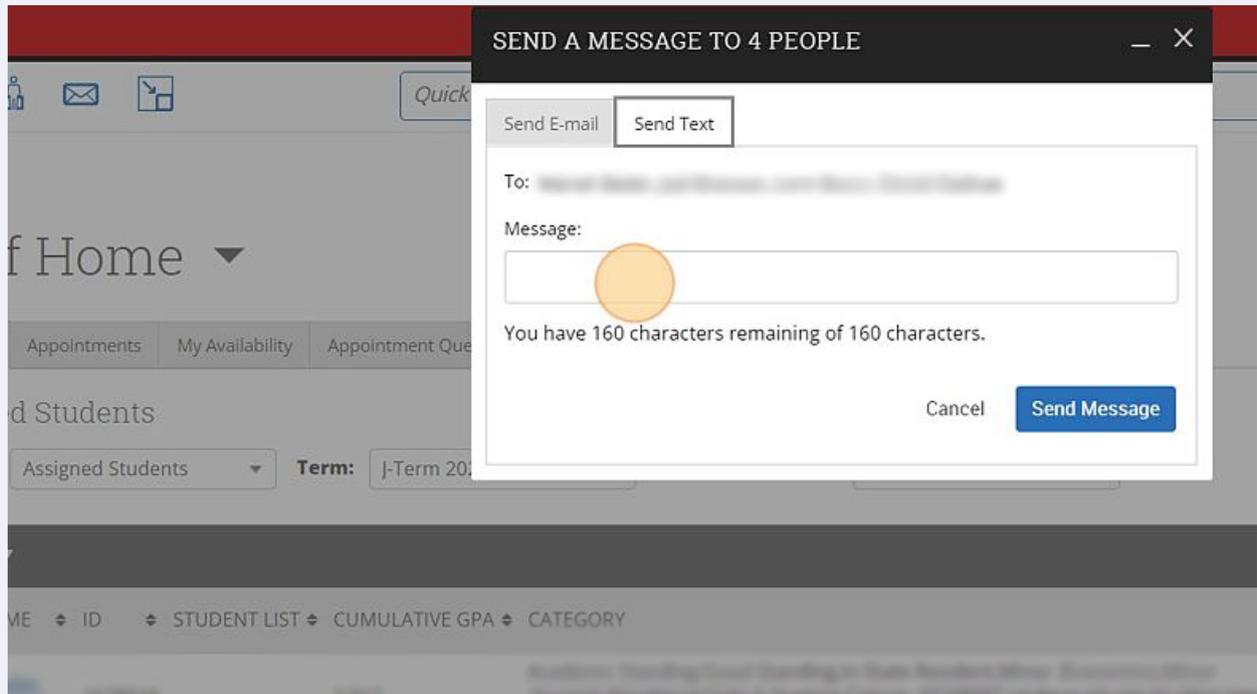


12 Alternatively, you can send a text message instead of an email. Click "Send Text"



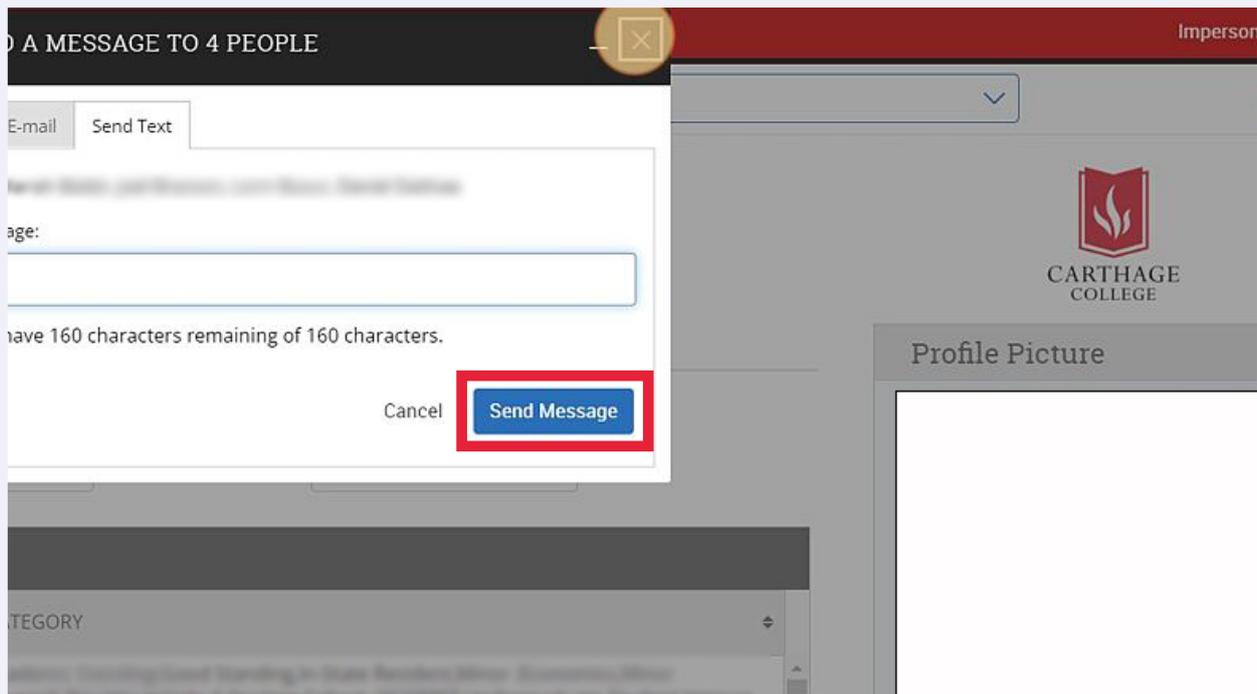
13

Enter your message in the "Message:" field. Note: Text Messages are limited to 160 characters, including spaces.



14

After entering your message via email or text, click Send Message. (My apologies, the pointer is in the wrong spot, I didn't want to send a live message to students.)



15 To see students in your courses, click "Staff Home."

CARTHAGE COLLEGE

NAVIGATE

Staff Home ▼

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students ▼ Term: J-Term 2023 (Default ... ▼ Relationship Type: All Relations

Actions ▼

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	CATEGORY
<input type="checkbox"/>					

16 Select "Professor Home"

CARTHAGE COLLEGE

NAVIGATE

Staff Home ▲

Professor Home Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students ▼ Term: J-Term 2023 (Default ... ▼ Relationship Type: All Relations

Actions ▼

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	CATEGORY
<input type="checkbox"/>					



Note! The first table shows the courses you are teaching for a given term.

17

If you need to select a term other than the default term, click the dropdown menu and select a different term.

The screenshot shows the 'Professor Home' page with a 'Courses' section. A dropdown menu is open for the 'Term' selection, showing options: 'All Terms', 'Spring 2023', 'Fall 2022', and 'Spring 2022'. The 'J-Term 2023 (Default Term)' option is highlighted with a blue background and a yellow circle. Below the dropdown is a table of courses.

COURS	TIME	ROOM
(POL-3) All Terms	MWF 10:30am - 11:35am CT	CC-205
(POL-3) Spring 2023	MWF 9:15am - 10:20am CT	CC-205
(POL-3) Fall 2022	MWF 1:35pm - 2:40pm CT	CC-203
(POL-4) Spring 2022	MWF 1:35pm - 2:40pm CT	CC-203
(WI) (WC) International Political Economy (SOC)	MWF 1:35pm - 2:40pm CT	CC-203
(ECN-4050W) Seminar in International Political Economy (WI) (WC)	MWF 1:35pm - 2:40pm CT	CC-203

18

To see students in your courses, scroll to the table "Students In My Courses." The table defaults to the current term, however, if needed, you can change the term for this table.

Additionally, if you are teaching multiple courses or course sections, you can sort the list by clicking Courses in the table header.



Students In My Courses

Term: J-Term 2023 (Default ...)

Actions				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input type="checkbox"/>	1	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	2	[blurred]	[blurred]	[blurred]



Students In My Courses

Term: J-Term 2023 (Default ...)

Actions				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input type="checkbox"/>	1	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	2	[blurred]	[blurred]	[blurred]

- J-Term 2023 (Default Term)
- All Terms
- Spring 2023
- Fall 2022
- Spring 2022

19

Similar to step 3, either select individual students to message or click the checkbox in the table header to select all rows.

CARTHAGE COLLEGE

NAVIGATE   

Students In My Courses

Term: J-Term 2023 (Default ...)

Actions ▾

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input type="checkbox"/>	1	[blurred]	[blurred]	[blurred]
<input type="checkbox"/>	2	[blurred]	[blurred]	[blurred]

CARTHAGE COLLEGE

NAVIGATE   

Students In My Courses

Term: J-Term 2023 (Default ...)

Actions ▾

<input checked="" type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input checked="" type="checkbox"/>	1	[blurred]	[blurred]	[blurred]
<input checked="" type="checkbox"/>	2	[blurred]	[blurred]	[blurred]

20 Once you have selected the students you'd like to message, click "Actions."

CARTHAGE COLLEGE

NAVIGATE   

Students In My Courses

Term: J-Term 2023 (Default ...)

Actions ▾

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input checked="" type="checkbox"/>	1	[blurred]	[blurred]	[blurred]
<input checked="" type="checkbox"/>	2	[blurred]	[blurred]	[blurred]

21 Click "Send Message"

CARTHAGE COLLEGE

NAVIGATE   

Students In My Courses

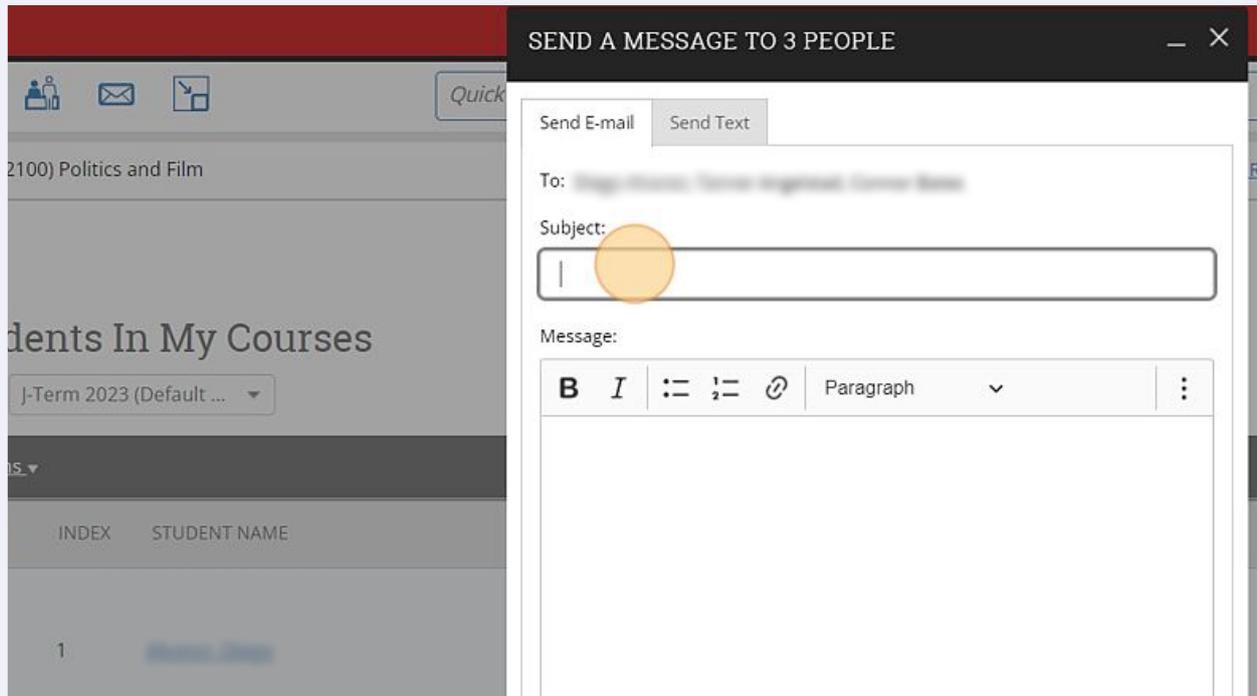
Term: J-Term 2023 (Default ...)

Actions ▾

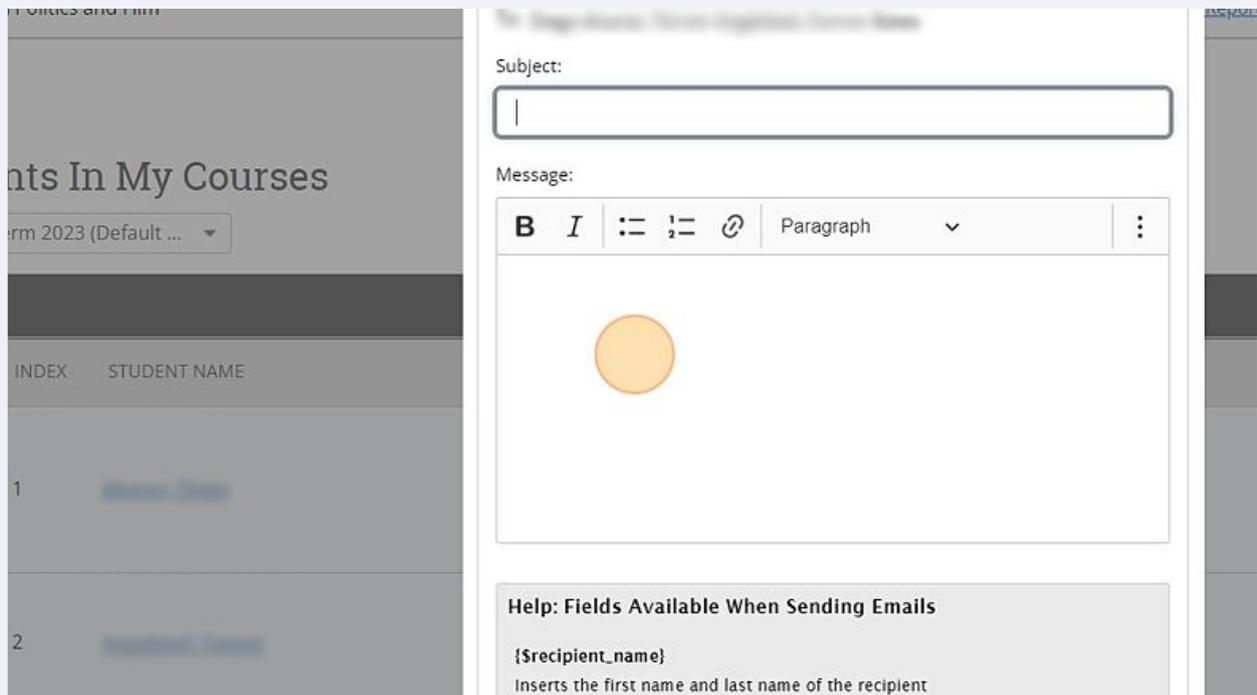
- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Concern/High-five
- Note

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	CO
<input checked="" type="checkbox"/>	2	[blurred]	[blurred]	[blurred]

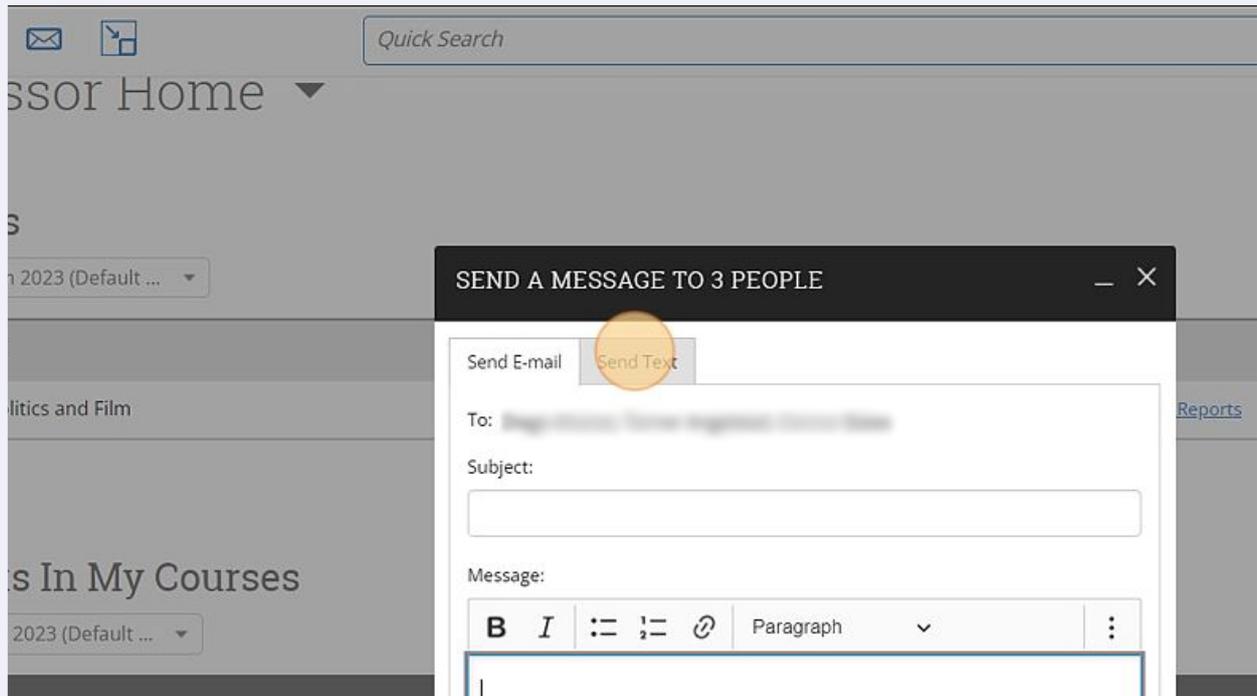
22 The popup defaults to Send Email. To continue sending an email, enter a Subject.



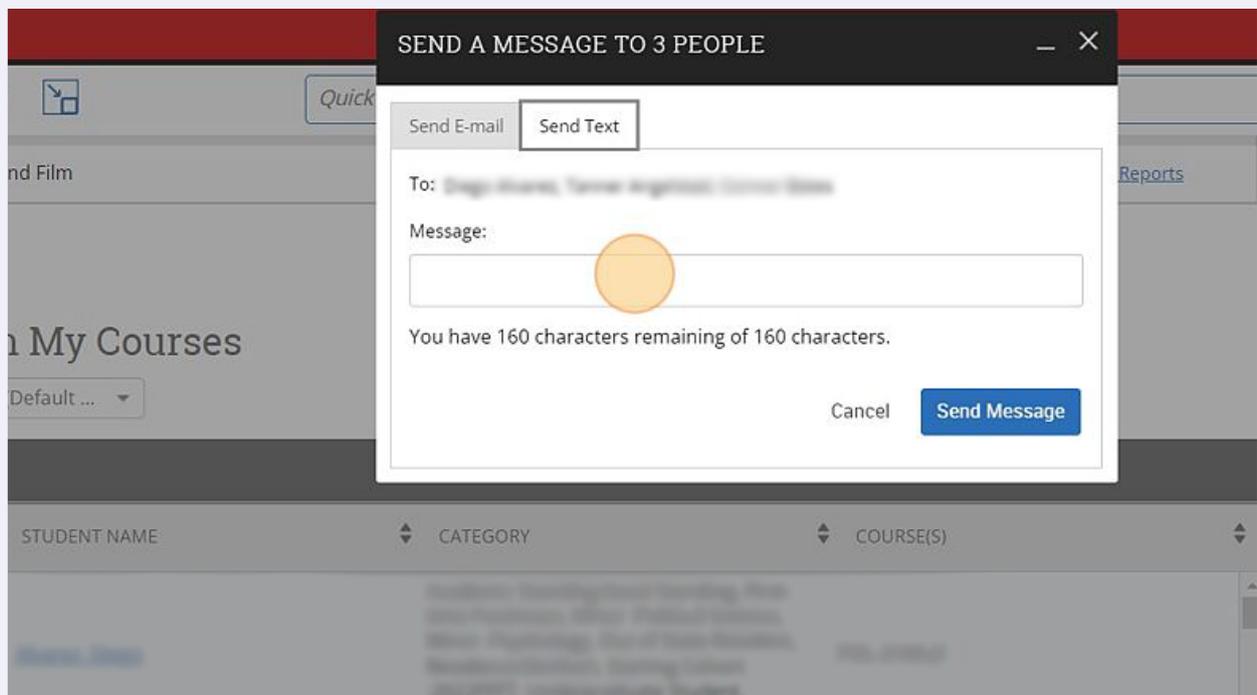
23 Type the body of your message.



24 Alternatively, you can send a text message instead of an email. Click "Send Text"



25 Enter your message in the "Message:" field. Note: Text Messages are limited to 160 characters, including spaces.



26

After entering your message via email or text, click Send Message.
(My apologies, the pointer is in the wrong spot, since I didn't want to send a live message to students.)

