

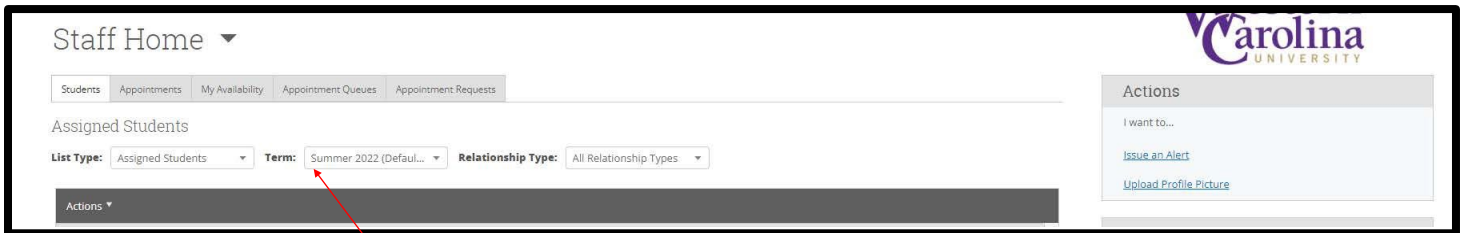
Navigate: How to Message Students

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.

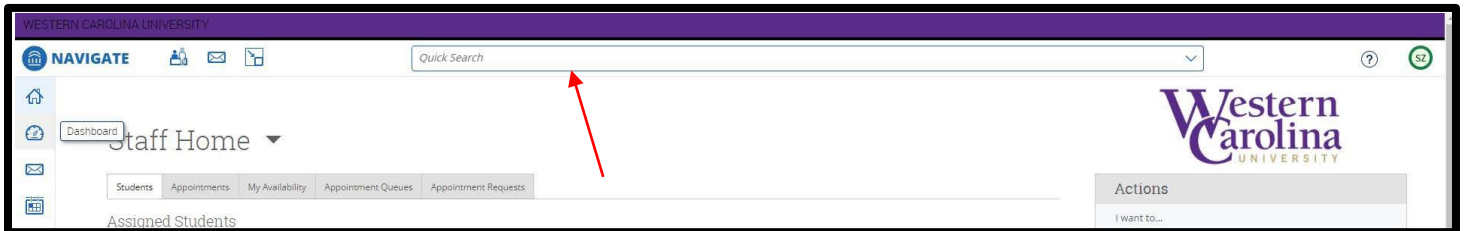
There are two different methods to send students messages through Navigate.

Method #1:

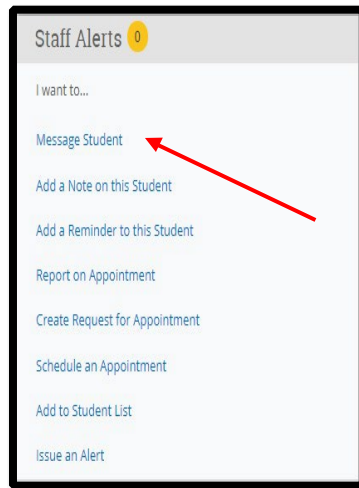
1. Once you have logged in to Navigate, and adjusted your term,



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



2. 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.



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

Send A Message ×

Email Text

To: Mona Aalaei

▼ Apply a Template ⓘ

Subject:

Message:

Paragraph ▼ ▼ ▼ A[±] ▼ AI ▼ **B** *I* ▼

▼ Enhance with AI ⓘ

Add Attachment:

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

Send Additional E-mail Notifications To:

Send Message Preview Message Send Sample ⓘ Cancel

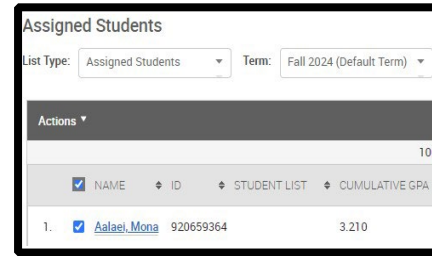
AI enhancement allows you to customize a message or prompt using features that benefit your overall outreach. For example, you can adjust the tone and length of your message to achieve your desired result.

Method 2:

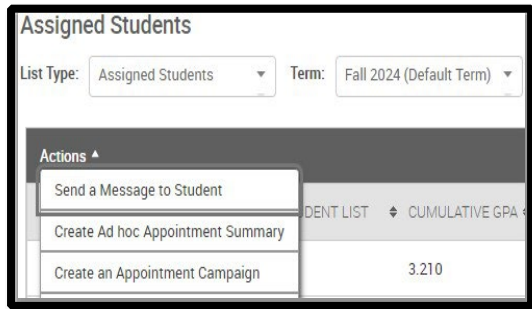
1. From your **Staff Home** you can message your assigned advisees, and from your **Professor Home** you can message the students enrolled in your courses



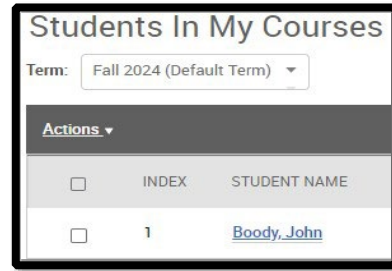
1. Click the check box next to the student you would like to message (if you would like to message all of your assigned advisees, click the **ALL** box in the light gray bar)



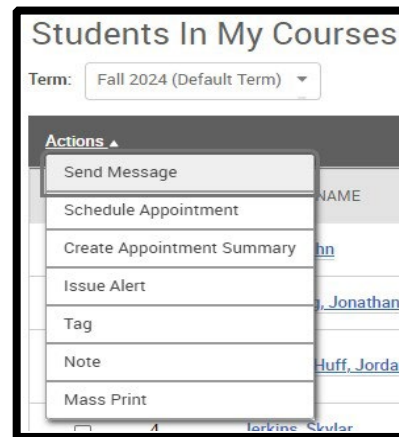
2. Now, click the **Actions** button in the dark gray bar, and select **Send Message to Student**



1. 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)



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



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

Send A Message

Email Text

To: Mona Aalaei

Apply a Template

Subject:

Message:

Paragraph **A** **A** **A** **A** **B** **I** **I** **I**

Enhance with AI

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**.

