

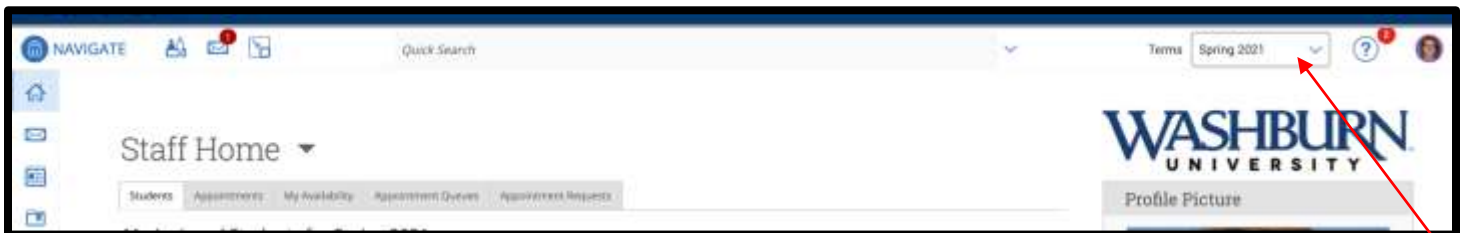
Navigate: How to Message Students

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. These messages will be stored on the student's profile page.

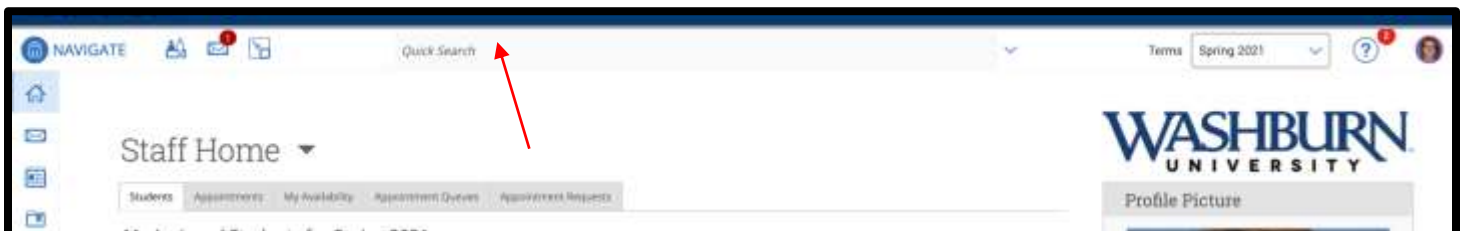
There are two different methods to send students messages through Navigate.

Method #1:

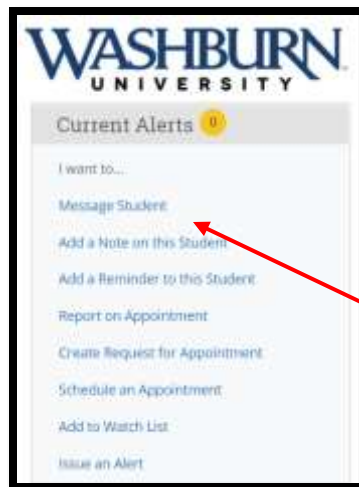
1. Once you have logged in to Navigate, and adjusted your term in the upper right-hand corner,



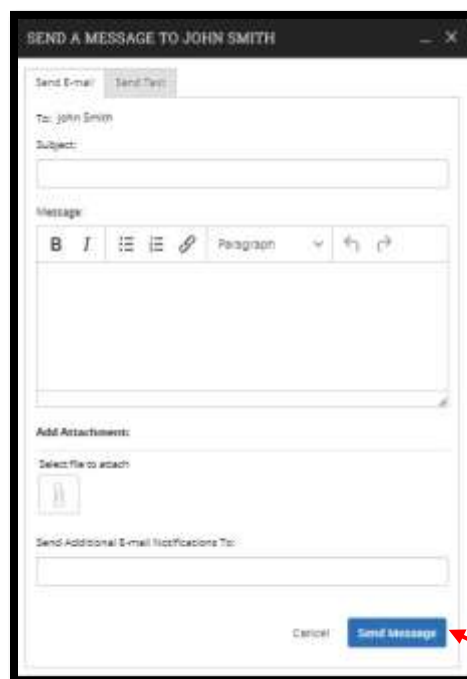
Click on the **Quick Search** feature in the upper right-hand corner to look up your desired student



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



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



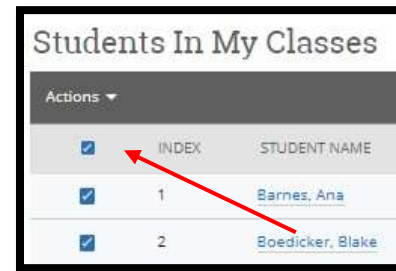
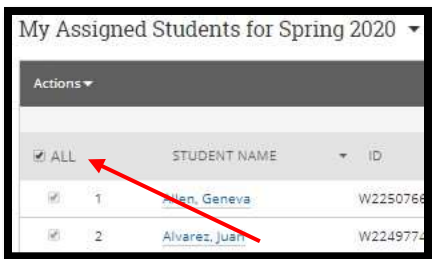
Method #2:

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



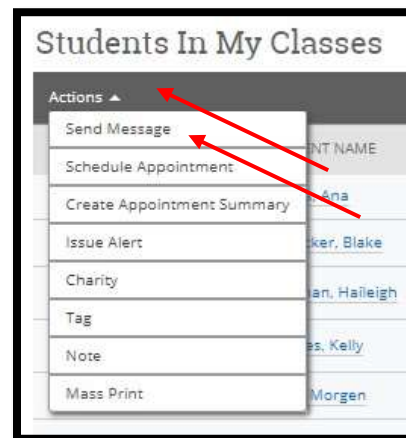
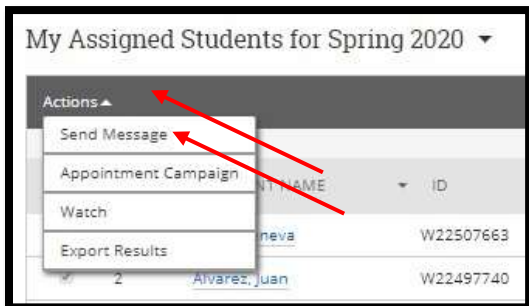
2. Click the check box next to the student you would like to message (if you would like to message all of your assigned advisees, click the **ALL** box in the light gray bar)

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**

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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**.