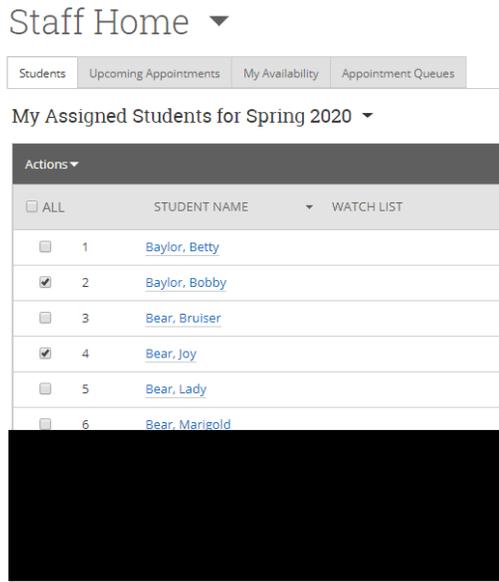
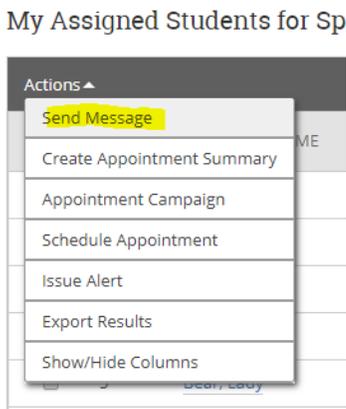

TEXTING STUDENTS IN NAVIGATE

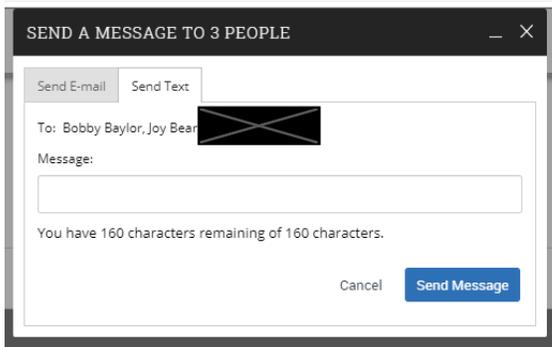
1. Select the student or students you would like to text:



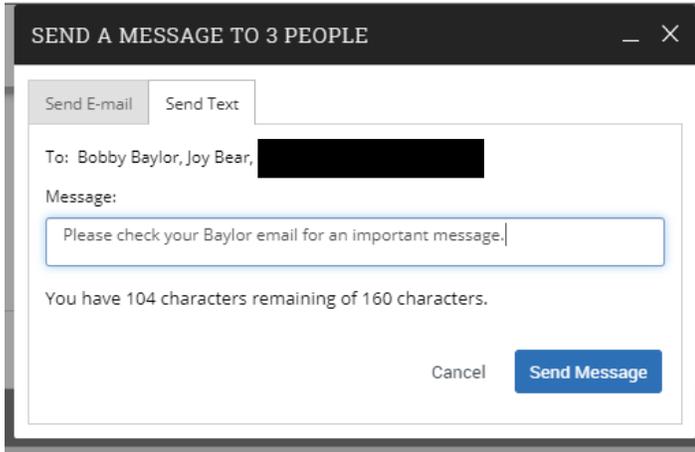
2. Choose "Send Message" from Actions drop-down menu:



3. Choose "Send Text" tab:



4. Type in text message and click Send Message. If you are sending a message to multiple students, each student will receive your message as an individual text. Also, if this is your first text to a student, you may want to introduce yourself briefly at the beginning. Remember, text messages can be more widely viewed, especially if a phone is left out on a public space, so please read the “Texting Dos and Don’ts” document, too.



5. When a student responds to your text message, you will receive a notification email. For the student to continue receiving your messages as texts, return to Navigate and select your Conversations icon:



6. Once you find the text message from the student, click on it and you will see an arrow to select to reply:



7. When you click the reply arrow, the box that appears will default to “Send E-mail”. Be sure to select “Send Text” before replying and the student will receive your reply as a text:

