# Using Navigate to Communicate with your Students During COVID-19

## Login to Navigate using your single-sign-on (SSO): Navigate Staff and Faculty Login

Once you login, your profile will look like this, except with a blue bar on the left instead of red (this example is from our training site).

Select the students you would like to send a message to by checking the boxes to the left.

Select the "Actions" dropdown in the dark grey bar. Select "Send Message"



# Edward Gator (professor)

Stud	lents	In My Clas	sses				
Action	s <del>•</del>						
	INDEX	STUDENT NAME	4	CATEGORY		COURSE(S)	
	1	Alvarez, Ariana		Academic Advising Onfile: 2020, Fafsa FAFSA Verification FT FTIC Cohort Fall entrant, Probation	Center, Fafsa Onfile: 2021, Incomplete 2021, 2019, FTIC	UHD-0010-30525	
	2	Bergman, Ingmar		Academic Advising Cohort Fall 2019, F Probation	Center, FT FTIC TIC entrant,	UHD-0010-30525	
	3	Bravo, Charlie		Academic Advising Probation, Fafsa O Cohort Fall 2018, F	Center, Continued nfile: 2020, FT FTIC TIC entrant	UHD-0010-30525	
					Courses False		

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### Edward Gator (professor)

Assigned Students Classes this Term Conversations Calendar

#### Students In My Classes

Send Message	1040			
Schedule Appointment	•	CATEGORY	COURSE(S)	
Create Appointment Summary		Academic Advising Center, Fafsa Onfile: 2020, Fafsa Onfile: 2021,		
Issue Alert		FAFSA Verification Incomplete 2021, FT FTIC Cohort Fall 2019, FTIC	UHD-0010-30525	
Charity		entrant, Probation		
Tag		Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant,	UHD-0010-30525	
Note		Probation		
Mass Print		Academic Advising Center, Continued Probation, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2018, FTIC entrant	d UHD-0010-30525	
		Academic Advising Center, Eafra		

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Fill in your message. Use a generic greeting, student names will not appear. You can include necessary attachments. These will go to your student's GatorMail. Under "send additional email notifications to" you can add others who need to receive the communication as well.

	SEND A MI	ESSAGE TO 40	PEOPLE		_ ×	
	Send E-mail	Send Text				
	To: 40 recipi	ents (Show all)				
ator (·	Subject:					
	COVID-19	Student Test Mes	age			
s this Term	Message:					
	B I	∷ ∷ 8	Paragraph 🗸	∻ ک		
DENT NAME	Student We kno that we experier commu	s, w this is a stress are here to con nce at <u>UHD</u> . This nication from al	ful time and want tinue to support yo will require increa of us.	vou to know ur learning sed digital	•	SE(S)
Ariana	P Add Attachr	nent:			11	
n, Ingmar	Select file to a	attach				
harlie	Send Additio	nal E-mail Notificatio	ins To:			
	dyern@uł	nd.edu				
Disser			Canc	Send Mes	sage	

Students will receive your message in their GatorMail. If your students logged into Navigate, they would also see this in their conversations.

Barly Dyer
To Arland Alvanas, via Email on Networkey March 10, 2022 et 28/31 am
Subject: COVID-19 Student Test Message
Sections .
We know this is a stressful time and want you to know that we are have to continue to support your learning experience at UHD. This will require increased digital communication
Stary sofe,
£coard

### **Additional Notes**

**Issuing Early Alerts (called progress reports) in Navigate:** We have added 2 alert reasons with the prefix "COVID\_" so you can send alerts about students who are not completing assignments and who are not engaging online. Please use these to alert advisors about students who may need additional outreach during this time. Also, there will be a delay in advising responses to open alert cases during this time so please be patient as we work through logistics.

### Additional Resources: Staff and Faculty Navigate Resources

### Questions? Please contact us at <a href="mailto:eabhelp@uhd.edu">eabhelp@uhd.edu</a>