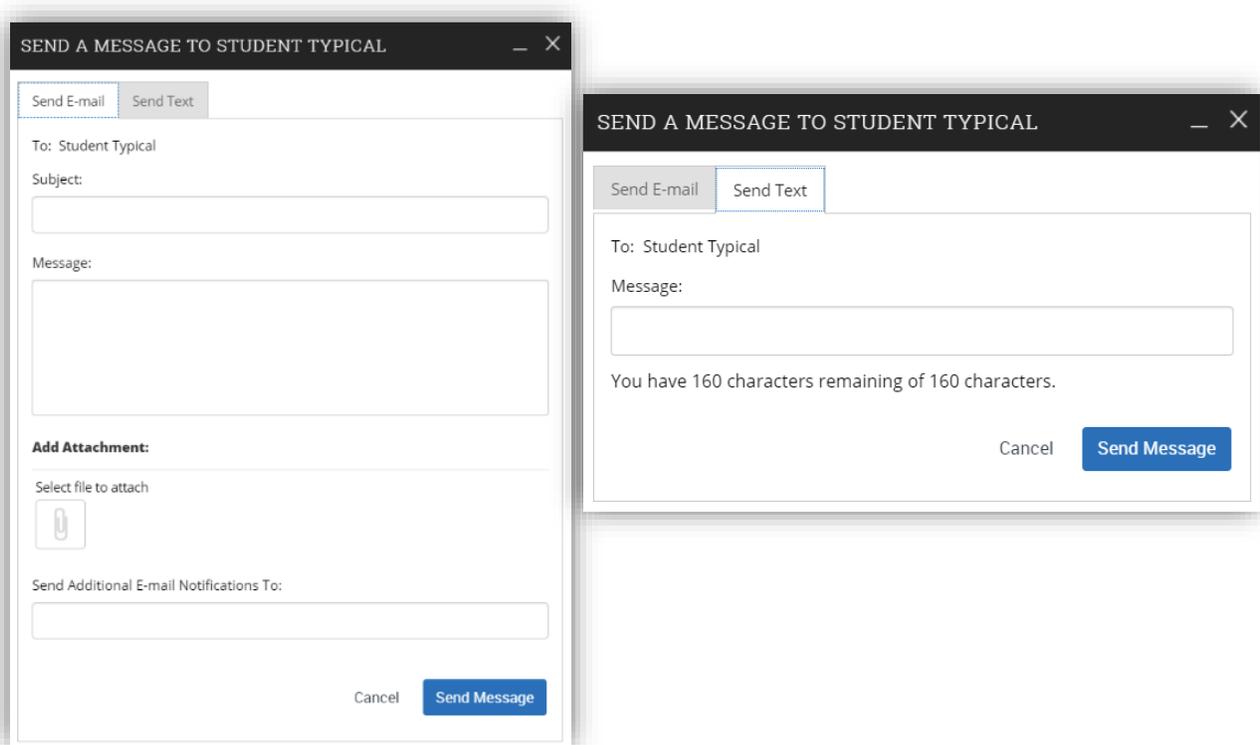
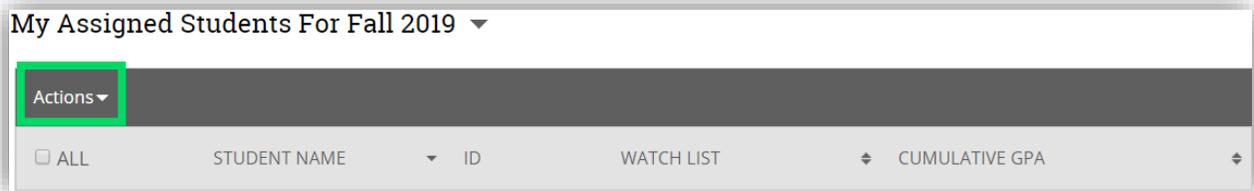


JSU Navigate: Messaging Quick Guide

Depending on your permissions as a user of the JSU Navigate platform, you may have the ability to message students via email and/or text. There are many ways you can send a message to a student. **NOTE:** When texting a student or group of students it is important to remember you are only able to send a message with 160 characters (this includes spaces).



From Home Screen: From any Home screen with either students assigned, or students enrolled in a course, messages can be issued by selecting the box beside the student's name(s) and choosing the Send Message option from the Actions dropdown. When using this method, the student's name and JSU email address will be auto filled in the dialogue box.



From Search Results: If you choose to search for the student in the Advanced Search then you can select the box beside the student's name(s) and navigate to the Actions dropdown. From the list of Actions, choose Send Message. **NOTE:** If you are sending a message to over 100 students you will need to select "ALL" and click on "Select all...items" (located in the middle of the page in blue letters).



From Student's Profile: Use the Quick Search to find the student with whom you met. Once on the student's profile navigate to the right-hand menu. In the "I Want To..." actions section there will be an option to send a message.

