Navigate - Mass-Texting from Professor Home

Quickly send mass texts through the Professor Home profile within Navigate.

- 1. Open the Professor Home page
 - Click the *Home* ficon from the left navigation.
 - Click the down arrow to the right of *Staff Home*. Select *Professor Home*.
 - Scroll down to the *Students in My Courses* list.

Staff Home			Stu	dents Ir	n My Courses	
Professor Home	Availability	Appointment Queues	Term:	Fall	▼	
<u>Student Home</u>			Action	<u>15 </u> •		

- 2. To send a mass-text message:
 - Click the boxes to the left of the student's name in the *Name* column to select students to be messaged.
 100 students are displayed per page. Click *Next* at the bottom to move to the next page of 100 students.
 Only 100 students may be messaged at a time. To message more than 100 students, one message will need to be sent per page of students.
 - Click *Actions* and from the drop-down menu choose *Send a Message*.
 - Click the Send Text tab at the top of the pop-up box. Type the text message in the Message box. Proofread and click Send Message.

	Actions.	SEND A MESSAGE TO 100 PEOPLE _ X
Actions ¥	Send Message Schedule Appointment	Send E-mail Send Text
STUDENT NAME	Create Appointment Summary	To: <u>100 recipients (Show all)</u> Subject:
	Tag	Message:
	Note	B $I := \frac{1}{2} = \mathcal{O}$ Paragraph \checkmark :

3. To reply to student texts:

- When a student replies to the text, their message will appear as a reply in your ETSU email account as well as in Navigate Messaging. To view replies and reply by text message in Navigate:
 - Click on the *Conversations* icon at the top left of the page.
 - The *Topic* column will display the students' replies. Click on the text of the students' reply in the *Topic* column.
 - Click on the *Reply* icon to the right. Replies can be sent as e-mails, text messages, or phone calls. Click the *Respond by Text* tab at the top.
 - Type the text message in the Message box. Click Send Message.

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Respond by E-mail	Respond by Text	Call Phone