

## Mass-Texting Students through Navigate

<https://etsu.campus.eab.com>: Log in using your ETSU username and password.

- 1.** Upload a list of students
  - You can import any list of students you wish, so long as it includes E-numbers. NOTE: Navigate is only for undergraduate students.
  - Save your list as a csv file in Excel. One column must contain E-numbers; it must be wide enough to display the entire number. Make sure there aren't any blank rows in it.
  - Log in to Navigate and choose the **Lists and Searches** icon from the left navigation.
  - Under the **Actions** menu choose **Upload Watch List** and follow the prompts. Give the watch list a clear name, because you'll select it from a menu of all watch lists later.
- 2.** From the left navigation menu, go to **Reports**.
- 3.** Choose **Student Data Reports**, then the **Student Info** report.
- 4.** Select the list you uploaded by going to the **Student Information** filter and choosing your student list from that menu. Hit **Search**.
- 5.** A report showing a wealth of information about the students on your list will appear—cell phone (current), home phone, address, email address, AND whether the student's opted-in to being texted by ETSU. ("Student Allowed to Be Sent Messages").
- 6.** Sort the report on the screen by the Student Allowed to Be Sent Messages column, so all of the students who show YES in this column appear together.
- 7.** Click each of their names.
- 8.** Under the **Actions** menu, choose **Send a Message**, then **Send Text** and follow the prompts.
- 9.** If students reply to the text, you'll get their replies as emails to your ETSU account.

Note: If you mass-text 100 or more students, they won't be able to reply to the text.