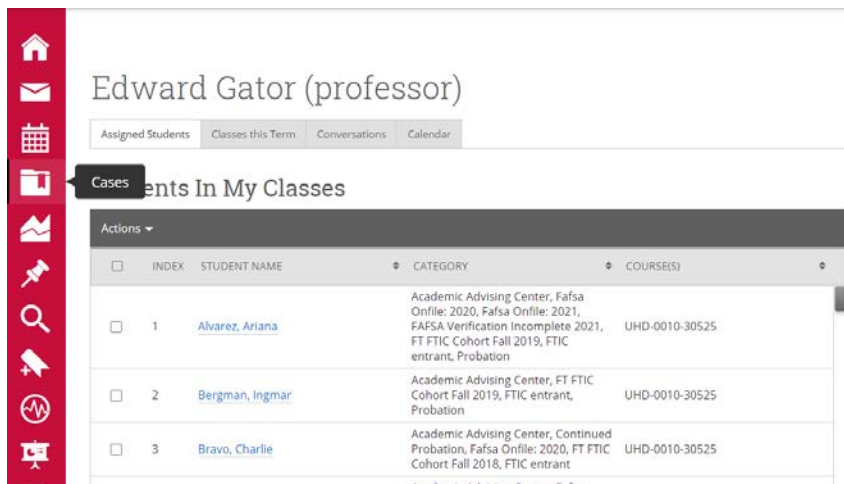


Using Navigate to Communicate with your Students During COVID-19

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).



Edward Gator (professor)

Assigned Students | Classes this Term | Conversations | Calendar

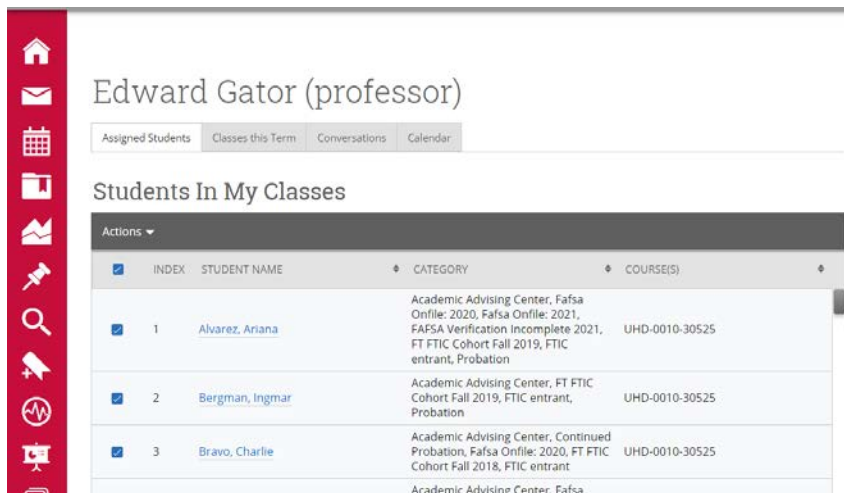
Cases

Students In My Classes

Actions

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	Alvarez, Ariana	Academic Advising Center, Fafsa Onfile: 2020, Fafsa Onfile: 2021, FAFSA Verification Incomplete 2021, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input type="checkbox"/>	2	Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input type="checkbox"/>	3	Bravo, Charlie	Academic Advising Center, Continued Probation, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2018, FTIC entrant	UHD-0010-30525

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



Edward Gator (professor)

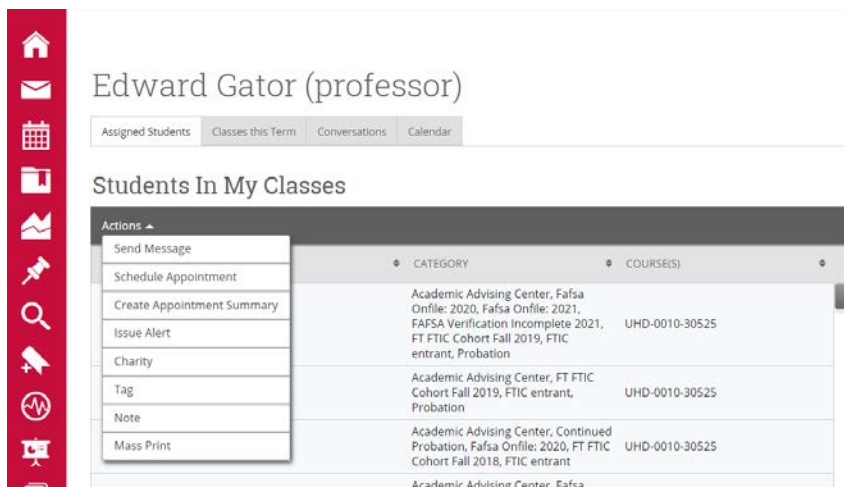
Assigned Students | Classes this Term | Conversations | Calendar

Students In My Classes

Actions

<input checked="" type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input checked="" type="checkbox"/>	1	Alvarez, Ariana	Academic Advising Center, Fafsa Onfile: 2020, Fafsa Onfile: 2021, FAFSA Verification Incomplete 2021, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input checked="" type="checkbox"/>	2	Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input checked="" type="checkbox"/>	3	Bravo, Charlie	Academic Advising Center, Continued Probation, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2018, FTIC entrant	UHD-0010-30525

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



Edward Gator (professor)

Assigned Students | Classes this Term | Conversations | Calendar

Students In My Classes

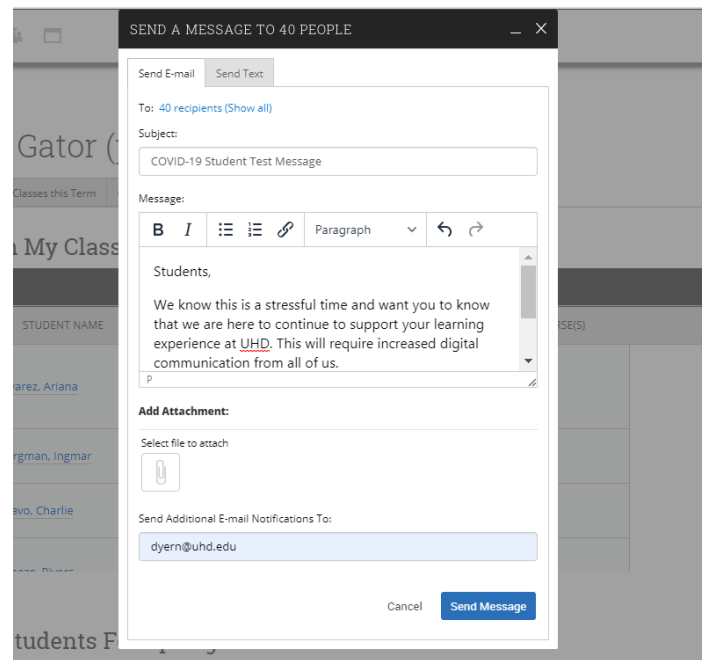
Actions

- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Alert
- Charity
- Tag
- Note
- Mass Print

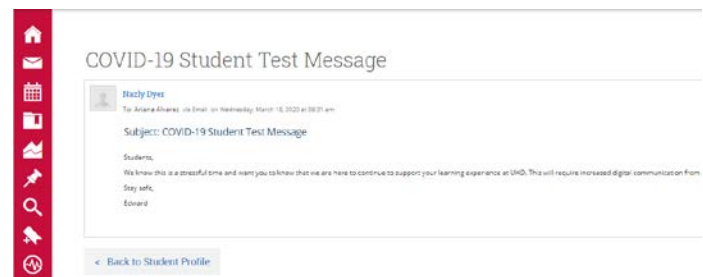
<input checked="" type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input checked="" type="checkbox"/>	1	Alvarez, Ariana	Academic Advising Center, Fafsa Onfile: 2020, Fafsa Onfile: 2021, FAFSA Verification Incomplete 2021, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input checked="" type="checkbox"/>	2	Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input checked="" type="checkbox"/>	3	Bravo, Charlie	Academic Advising Center, Continued Probation, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2018, FTIC entrant	UHD-0010-30525

Using Navigate to Communicate with your Students During COVID-19

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.



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



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 eabhelp@uhd.edu