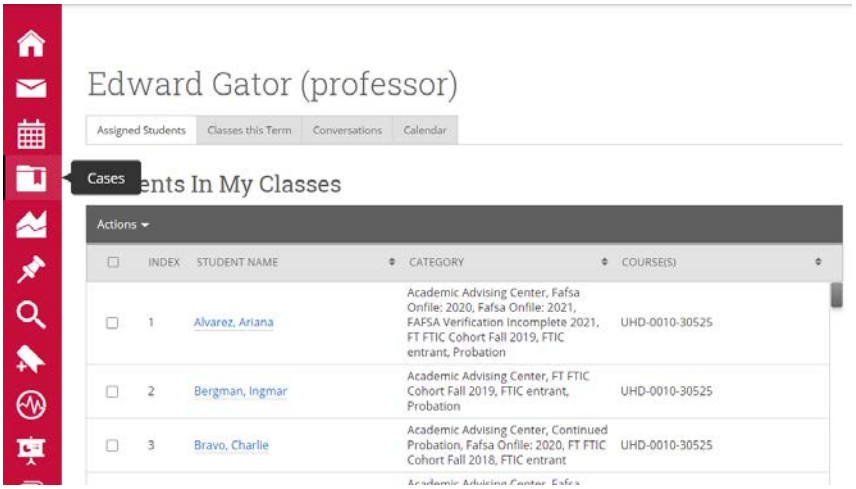
Using Navigate to Communicate with your Students During COVID-19

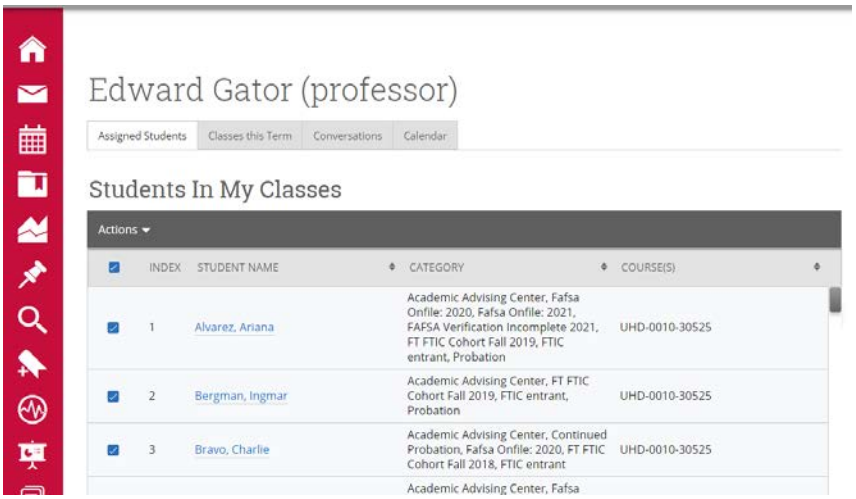
Login to Navigate using your single-sign-on (SSO):

[Navigate Staff and Faculty Login]

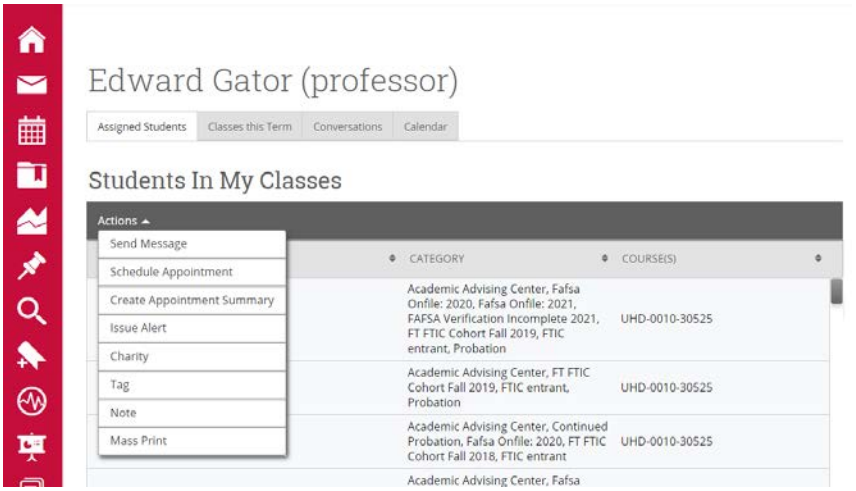
Once you login, your profile will look like this, except with a blue bar on the left instead of red (this example is from our training site).



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”



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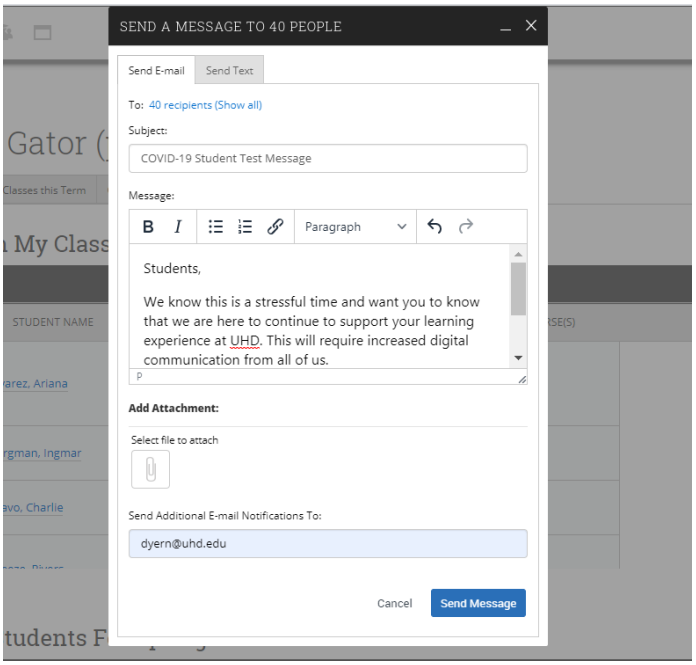
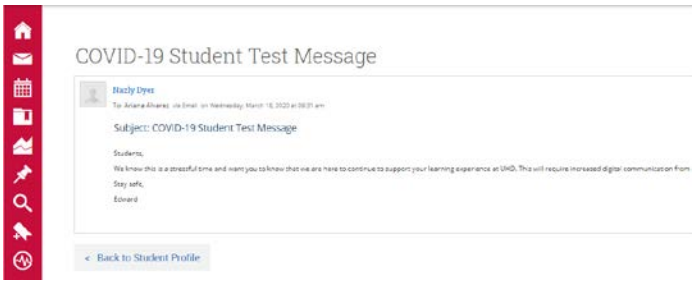
Fill in your message. Use a generic greeting, student names will not appear. You can include necessary attachments. These will go to your student's GatorMail. Under "send additional email notifications to" you can add others who need to receive the communication as well.



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