How to message students:

You can message any or all of your assigned advisees from your staff home screen. Select the first checkbox under the 'Actions' drop-down menu to select all your advisees; you can also select individual students as message recipients using checkboxes in the advisee list. After selecting message recipients from your advisee list, choose 'Send Message' under your Actions menu:

The message template which opens allows you to either (1) send a message directly to a student or students' UVM email address or (2) send a text message. Text messages are sent to the cell phone number in a student's Banner record; if no number is available, the message is re-routed to a student's UVM email address. Please note that sending text messages could result in a message being sent to a parent or guardian's number, if this information was last updated in the admissions process.

Note: if your list of advisees extends across two pages, selecting the first checkbox for all Advisees will cover all pages of advisees. You can confirm this in the heading of your message template. Emails are BCC to recipients; no message recipient will see who else is receiving your message.

Scrolling down on the template (above) reveals options to add attachments, to CC yourself as a recipient of this outgoing message, and the essential 'send message' button. The text template is below:

You can also message individual students directly from a student's profile. You can visit an individual student page by either (1) clicking an advisee name on the Staff Home page or (2) using the Quick Search feature, accessed by clicking the magnifying glass in the top right corner of each page:
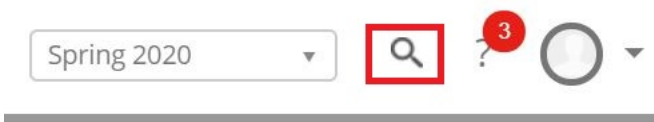
Under the 'Current Alerts' menu appearing on each student page, note the 'Message Student' option.
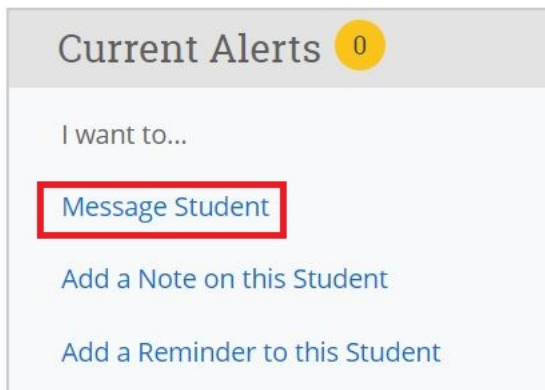
Your Navigate message history is accessed via the Conversations page. Select the envelope icon from the site toolbar to access Conversations:

To review message content and recipients, click a subject line listed under 'Topic':

My Conversations

The University of Vermont

		View Personal Messages Only	View Unread Only	Search by Users

Actions ▾

	SENDER	COUNT	TOPIC	DATE SENT
☐	Pavek, Ryan		Catamount Commitment check in	03/19/2020 08:18 AM
☐	Pavek, Ryan			02/14/2020 01:40 PM