

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 screenshot shows the 'Assigned Students' page for a staff member. At the top, there is a search bar and a dropdown menu labeled '(staff)'. Below this are tabs for 'Assigned Students', 'Availabilities', 'Appointments', 'Conversations', and 'Calendar'. The main heading is 'Assigned Students For Spring 2020'. Below this is an 'Actions' dropdown menu with options: 'Send Message', 'Schedule Appointment', 'Create Appointment Summary', and 'Issue Alert'. The 'Send Message' option is highlighted with a red box. Below the actions menu is a table of assigned students with columns for 'INDEX', 'STUDENT NAME', and 'CATEGORY'. The first checkbox in the 'INDEX' column is checked, and the 'Send Message' option is highlighted in the 'Actions' menu.

INDEX	STUDENT NAME	CATEGORY
<input type="checkbox"/>	[Redacted]	In State, Minor
<input checked="" type="checkbox"/>	[Redacted]	Catamount Con Pre-Law
<input type="checkbox"/>	[Redacted]	Out Of State, Re
<input type="checkbox"/>	[Redacted]	Minor - Music, C

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.

The screenshot shows the 'SEND A MESSAGE TO 2 PEOPLE' message template. It has a dark header with the title and a close button. Below the header are two buttons: 'Send E-mail' and 'Send Text'. The 'Send E-mail' button is highlighted with a red box. Below these buttons are fields for 'To:' and 'Subject:'. The 'To:' field contains a redacted email address. Below the subject field is a 'Message:' field with a rich text editor toolbar. The toolbar includes buttons for bold (B), italic (I), bulleted list, numbered list, link, and paragraph style. Below the message field is an 'Add Attachment:' section with a 'Select file to attach' label and a paperclip icon. The paperclip icon is highlighted with a red box. Below the attachment section is a 'Send Additional E-mail Notifications To:' field. At the bottom right of the template are two buttons: 'Cancel' and 'Send Message'. The 'Send Message' button is highlighted with a red box.

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:

SEND A MESSAGE TO 2 PEOPLE

Send E-mail Send Text

To:

Message:

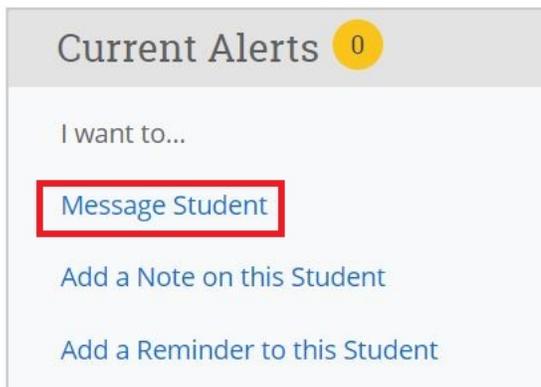
You have 160 characters remaining of 160 characters.

Cancel

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

<input checked="" type="checkbox"/> View Personal Messages Only <input type="checkbox"/> View Unread Only <input type="text" value="Search by Users"/>				
Actions ▾				
<input type="checkbox"/>	SENDER	COUNT	TOPIC	DATE SENT
<input type="checkbox"/>	Pavek, Ryan		Catamount Commitment check in	03/19/2020 08:18 AM
<input type="checkbox"/>	Pavek, Ryan			02/14/2020 01:40 PM