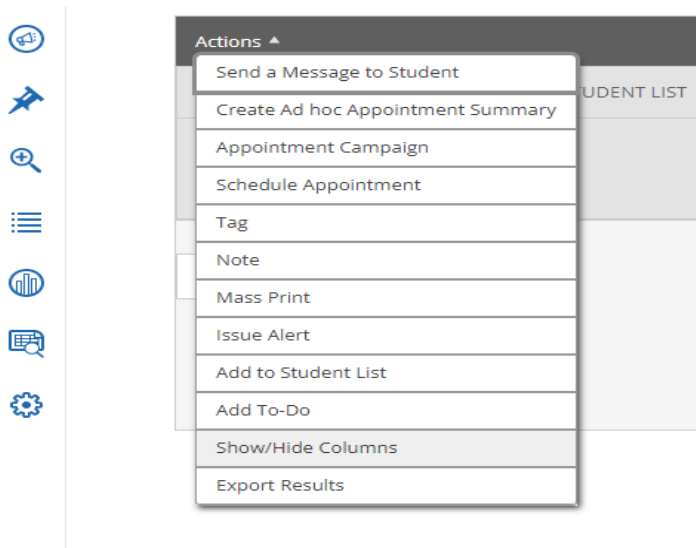


# Emailing and Texting Students

There are two primary communication methods available in Navigate, **Email** and **Text**. The type of message, as well as your institution's configurations and policies, dictate the appropriate method for communication. Additional information on each type of communication is included below.

1. Go to Navigate Staff page by logging into MyNOVA and selecting the Navigate Icon.
2. On your Staff Home Page – click on the black arrow on the right of the words.
3. Click to go to Professor Home Page.
4. Professor Home Page gives you all the students in your classes at NOVA this semester.
5. You can click the box that says “all” to message all the students OR click the box next to specific students.
6. Go up to the black bar and click on “Actions”
7. Select Send a Message to Student.



8. If you choose to text, remember that you can only text less than 100 students at a time.

9. A box appears and you can choose to email or text one student or many students

SEND A MESSAGE TO 4 PEOPLE

Send E-mail Send Text

To: Vienna Abajian, Zach Abalos, Thiery Abati, Deianira Abbamonte

Message:

You have 160 characters remaining of 160 characters.

Cancel Send Message

**Important.** Sending an email or text message to more than one student blind copies all students. In other words, the student does not know that the message was sent to more than one student. For both email and text, it looks like the message was only sent to them.