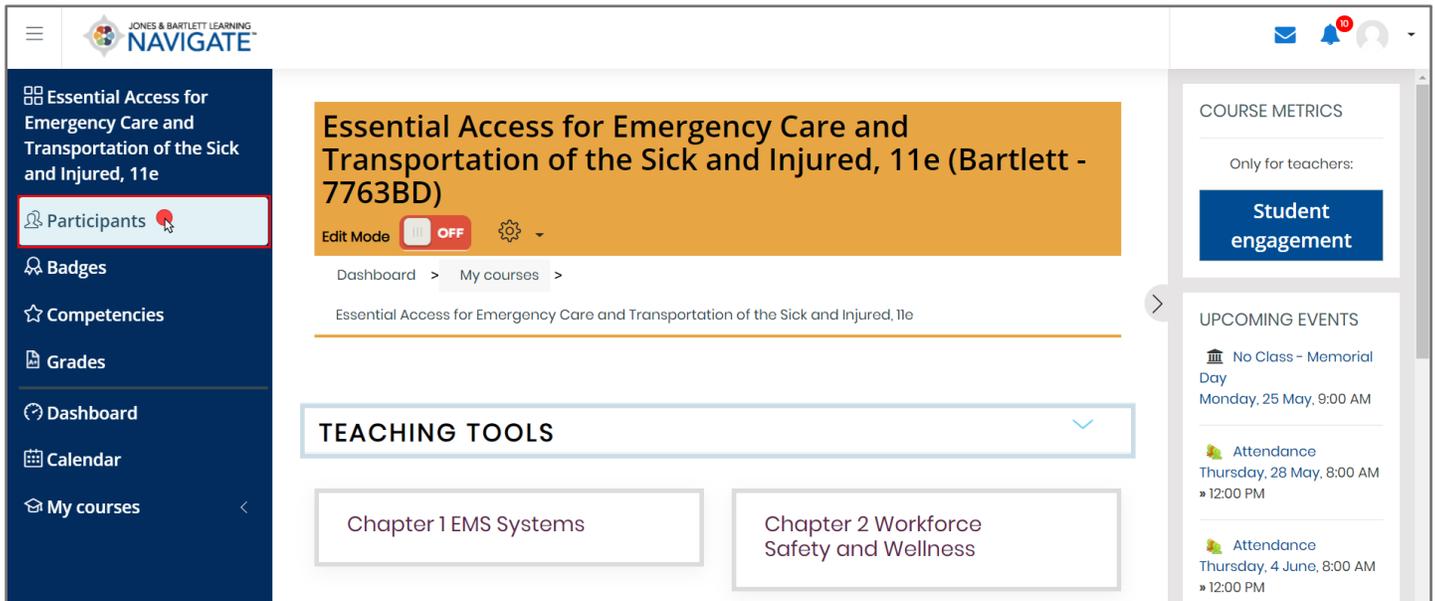


How to Message Students

This document contains instructions on how to send your students private communications from within Navigate. There are multiple options for sending your students personal messages, and the following approach is easy and recommended.

1. On the course homepage, click on the **Participants** button from the **Navigation Drawer** on the left-hand side of the page.



The screenshot displays the Navigate course interface. On the left, a dark blue navigation drawer is open, listing various course management options. The 'Participants' option, represented by a person icon, is highlighted with a red rectangular box. The main content area shows the course title 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)' and an 'Edit Mode' toggle set to 'OFF'. Below this, a 'TEACHING TOOLS' section contains two buttons: 'Chapter 1 EMS Systems' and 'Chapter 2 Workforce Safety and Wellness'. On the right side, there are panels for 'COURSE METRICS' with a 'Student engagement' button, and 'UPCOMING EVENTS' listing dates and times.

- Next, choose the student you would like to send a message to by ticking the checkbox to left of the individual's name under the **Select** column. Please note, you may select more than one student as your message recipients.

Participants ⚙️

No filters applied

Search keyword or select filter ▼

Number of participants: 5

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	David Williams	dwilliams@ascendlearning.com	Student	No groups	2 days 17 hours	Active
<input checked="" type="checkbox"/>	John Smith	jsmith@ascendlearning.com	Student	Night Class	1 day	Active
<input type="checkbox"/>	Jones Bartlett	jbartlett@ascendlearning.com	Teacher	No groups	1 sec	Active
<input checked="" type="checkbox"/>	Lisa Adams	ladams@ascendlearning.com	Student	Night Class	20 hours 1 min	Active
<input type="checkbox"/>	Michelle Doe	mdoe@ascendlearning.com	Student	No groups	2 days 16 hours	Active

Select all
Deselect all
? With selected users... Choose...

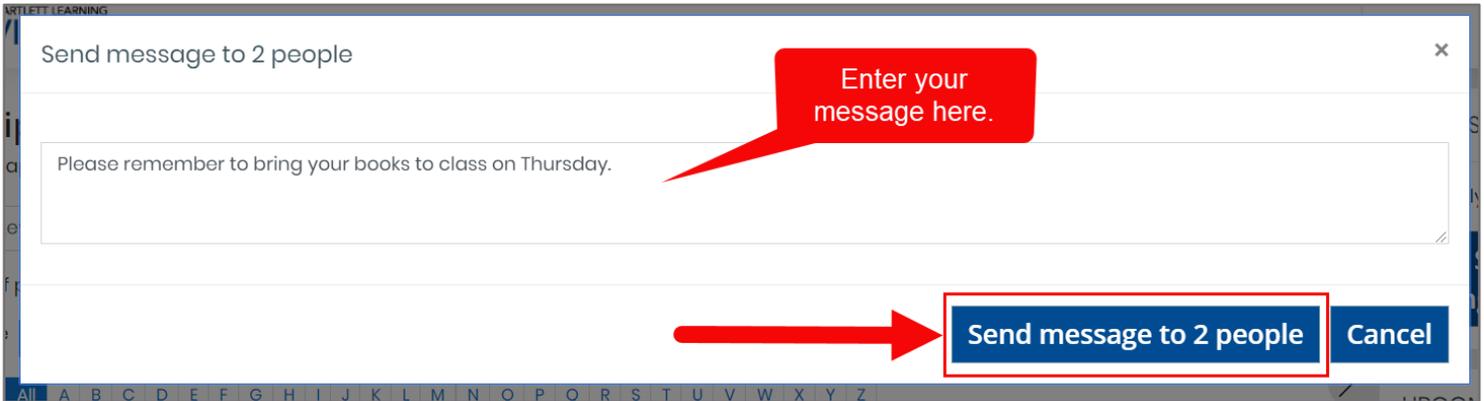
- Below your class roster, click on the dropdown menu to the right of the **With selected users...** and choose the **Send a message** option.

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	David Williams	dwilliams@ascendlearning.com	Student	No groups	2 days 17 hours	Active
<input checked="" type="checkbox"/>	John Smith	jsmith@ascendlearning.com	Student	<div style="border: 1px solid #007bff; padding: 5px;"> Choose... Send a message Add a new note Manual enrolments Delete selected user enrolments Self enrolment Delete selected user enrolments Choose... </div>	1 day	Active
<input type="checkbox"/>	Jones Bartlett	jbartlett@ascendlearning.com	Teacher		1 sec	Active
<input checked="" type="checkbox"/>	Lisa Adams	ladams@ascendlearning.com	Student		20 hours 1 min	Active
<input type="checkbox"/>	Michelle Doe	mdoe@ascendlearning.com	Student		2 days 16 hours	Active

Select all
Deselect all
? With selected users... Choose...

←

4. This action will promptly open a messaging popup window. Enter your message in the field provided, and then click the **Send message to** button when satisfied.



5. Your message recipient(s) will see a flashing red notification near their mailbox at the top right of the course page . They may click on this icon at any time to open, read, and respond to your message.

