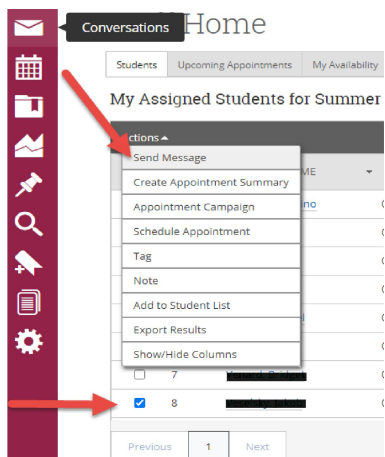
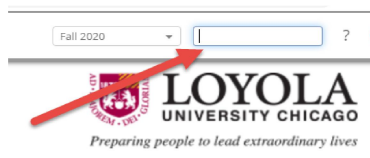


Navigate @ LUC Training
 Messaging a Student

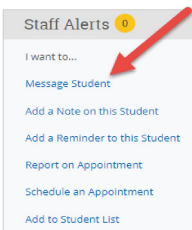
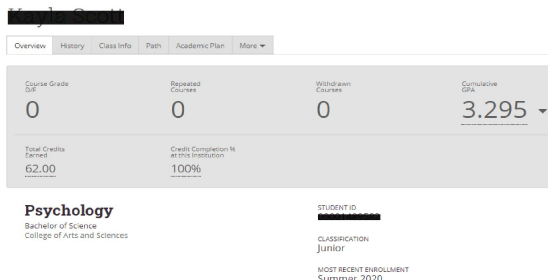


Find a Student

Method (1) - From your homepage, click the checkbox next to the student you want, go to Actions menu and choose 'Send Message'

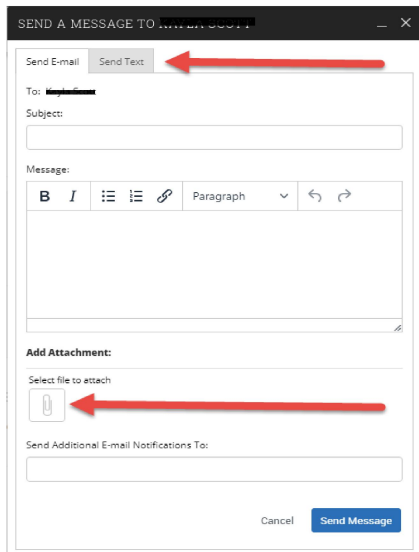


Method (2) - Search for the student by Name or LID in the Search box at the top right of the screen



Access the Student Profile

Click on the "Message Student" link



Create and Send your message.

Choose Email or Text*

*It might be best to send texts sparingly, depending on urgency

You can add attachments.

NOTE: Any email thread initiated in Navigate will be tracked in both Navigate and Outlook inboxes & sent items.