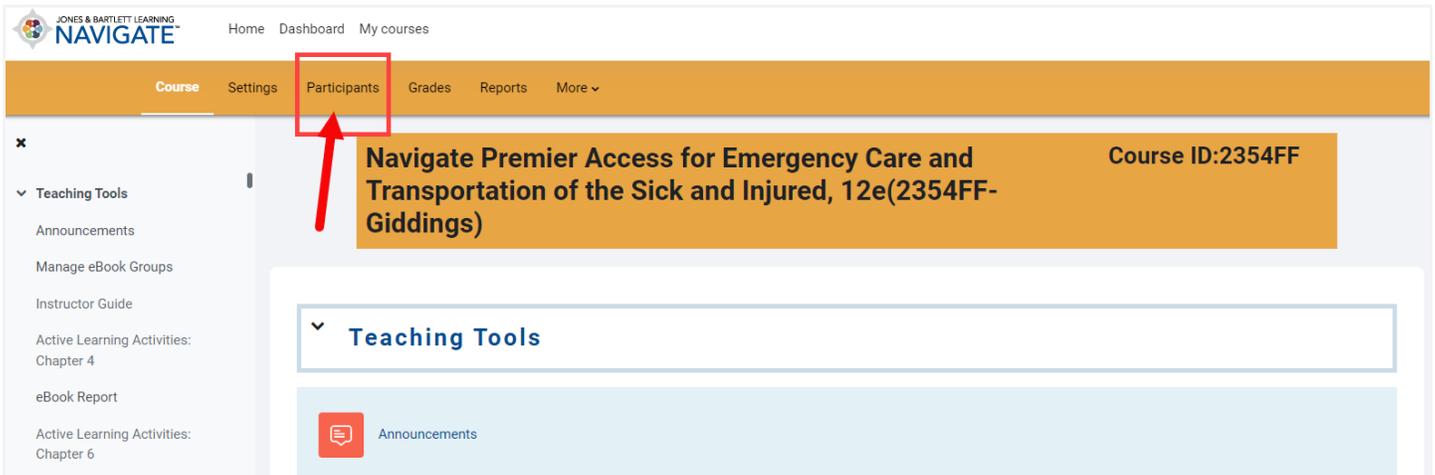


## How to Message Students

*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 main **Menu** at the top of the page.



The screenshot shows the Navigate course homepage. At the top, there is a navigation bar with the following items: Home, Dashboard, My courses, Course, Settings, **Participants** (highlighted with a red box and a red arrow), Grades, Reports, and More. Below the navigation bar, there is a course title banner: "Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)" with "Course ID:2354FF" on the right. Below the banner, there is a "Teaching Tools" section with a dropdown arrow and the text "Teaching Tools". Below that, there is an "Announcements" section with a red speech bubble icon and the text "Announcements". On the left side, there is a sidebar menu with the following items: Teaching Tools, Announcements, Manage eBook Groups, Instructor Guide, Active Learning Activities: Chapter 4, eBook Report, and Active Learning Activities: Chapter 6.

- 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. You may select more than one student as your message recipients. (Note: This image was taken in a "dummy" course with fake users. Real users names are blurred out in the image below.)

8 participants found

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](#)

Last 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](#)

<input type="checkbox"/>	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	HD <a href="#">Harlan Demasters</a>	Leann.Demasters@cdx.com	Teacher	<a href="#">No groups</a>	1 year 101 days	Active <a href="#">i</a>
<input checked="" type="checkbox"/>	MG <a href="#">Madalyn Gambrel</a>	Cristine.Gambrel@cdx.com	Student	<a href="#">Example</a>	1 year 328 days	Active <a href="#">i</a>
<input checked="" type="checkbox"/>	OG <a href="#">Onita Gaulke</a>	Michelina.Gaulke@cdx.com	Student	<a href="#">Example</a>	1 year 174 days	Active <a href="#">i</a>
<input type="checkbox"/>	EG <a href="#">[Blurred]</a>	<a href="#">[Blurred]</a>	Teacher	<a href="#">No groups</a>	10 days 16 hours	Active <a href="#">i</a>
<input type="checkbox"/>	CH <a href="#">Carole Hackman</a>	Katheryn.Hackman@cdx.com	Student	<a href="#">No groups</a>	1 year 328 days	Active <a href="#">i</a>
<input type="checkbox"/>	VL <a href="#">Velma Lehn</a>	Krista.Lehn@cdx.com	Student	<a href="#">No groups</a>	1 year 174 days	Active <a href="#">i</a>
<input type="checkbox"/>	EP <a href="#">Elvis Peterka</a>	Mable.Peterka@cdx.com	Teacher	<a href="#">No groups</a>	1 year 320 days	Active <a href="#">i</a>
<input type="checkbox"/>	RP <a href="#">[Blurred]</a>	<a href="#">[Blurred]</a>	Teacher	<a href="#">No groups</a>	57 secs	Active <a href="#">i</a>

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

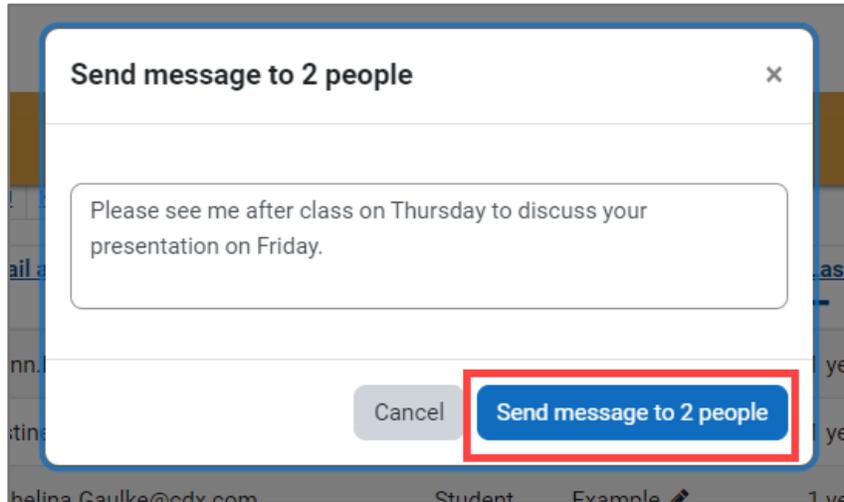
<input type="checkbox"/>	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	HD <a href="#">Harlan Demasters</a>	Leann.Demasters@cdx.com	Teacher	<a href="#">No groups</a>	1 year 101 days	Active <a href="#">i</a>
<input checked="" type="checkbox"/>	MG <a href="#">Madalyn Gambrel</a>	Cristine.Gambrel@cdx.com	Student	<a href="#">Example</a>	1 year 328 days	Active <a href="#">i</a>
<input checked="" type="checkbox"/>	OG <a href="#">Onita Gaulke</a>	Michelina.Gaulke@cdx.com	Student	<a href="#">Example</a>	1 year 174 days	Active <a href="#">i</a>
<input type="checkbox"/>	EG <a href="#">[Blurred]</a>	<a href="#">[Blurred]</a>	Teacher	<a href="#">No groups</a>	10 days 16 hours	Active <a href="#">i</a>
<input type="checkbox"/>	CH <a href="#">Carole Hackman</a>	Katheryn.Hackman@cdx.com	Student	<a href="#">No groups</a>	1 year 328 days	Active <a href="#">i</a>
<input type="checkbox"/>	VL <a href="#">Velma Lehn</a>	Krista.Lehn@cdx.com	Student	<a href="#">No groups</a>	1 year 174 days	Active <a href="#">i</a>
<input type="checkbox"/>	EP <a href="#">Elvis Peterka</a>	Mable.Peterka@cdx.com	Teacher	<a href="#">No groups</a>	1 year 320 days	Active <a href="#">i</a>
<input type="checkbox"/>	RP <a href="#">[Blurred]</a>	<a href="#">[Blurred]</a>	Teacher	<a href="#">No groups</a>	57 secs	Active <a href="#">i</a>

With selected users... Choose...

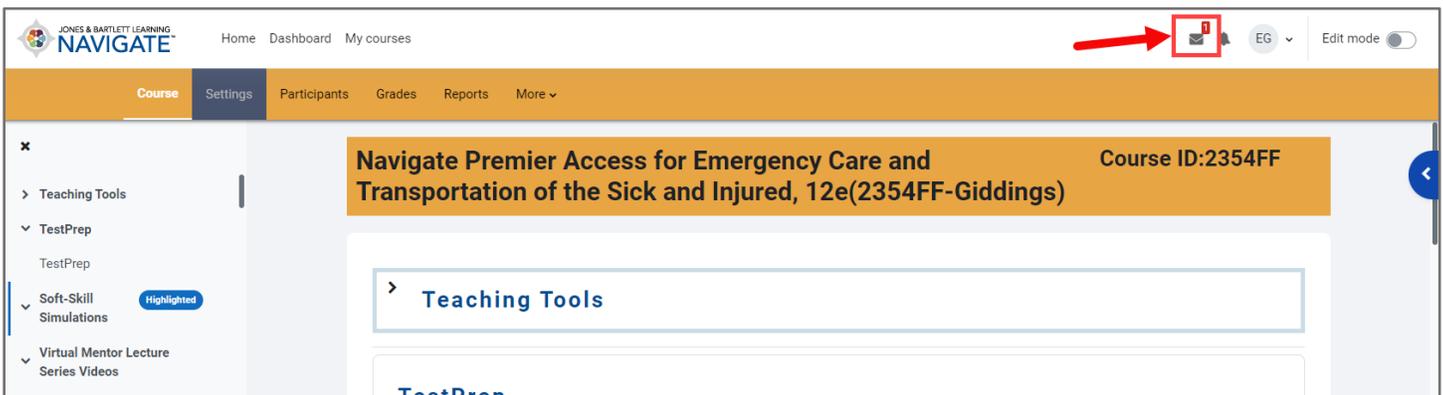
- Choose...
- Send a message**
- Add a new note
- Download table data as
  - Comma separated values (.csv)
  - Microsoft Excel (.xlsx)
  - HTML table
  - Javascript Object Notation (.json)
  - OpenDocument (.ods)
  - Portable Document Format (.pdf)

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



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.



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