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.
2. 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.)

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