Idaho State University

🏛 NAVIGATE

ISU Navigate Quick Guide:
Emailing and Texting Students

ISU Navigate provides multiple ways to communicate with students you advise, individually or en masse, using email, text, or phone.

Begin by logging into the **ISU Navigate website** using the same username and password used to access BengalWeb.

To message through **Staff Home**

1 Under **My Assigned Students***, check the box next to the student(s) you want to message. (Confirm you have not selected the **All** option for confidential messages specific to one student.)

2 Click **Actions** in the gray header.

3 Choose **Send Message** from the menu.

4 Select the communication method from the top tabs.

- For e-mails, fill in **Subject** line, compose message, and add any attachments. Click **Send Message**.

- For text messages, compose message (160 character limit). Click **Send Message**.

- The **Call Phone** option is not currently activated.

To message through a **Student's Profile**

1 Click on student's name from **My Assigned Students*** list.

2 Click **Message Student** from **Staff Alerts** box, right.

3 Select the communication method from the top tabs.

- For emails, fill in **Subject** line, compose message, and add any attachments. Click **Send Message**.

- For text messages, fill in your message (160 character limit). Click **Send Message**.

- The **Call Phone** option is not currently activated.

*The **My Assigned Students** list defaults to the current semester. To see all your assigned students, click the drop-down and select **My Assigned Students for All Terms**.