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



Course Grade D/F	Repeated Courses	Withdrawn Courses O	GPA →
Total Credits Earned 62.00	Credit Completion % at this Institution		
Psychology Bachelor of Science College of Arts and Sciences		STUDENT ID	

MOST RECENT ENROLLMENT Summer 2020



Access the Student Profile Click on the "Message Student" link

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Send E-mail	Send 1	Text ┥	-				
To: Kayla Sca							
Subject:							
Message:							
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Add Attachn Select file to a	ttach						
Add Attachn Select file to a	tent: ttach hal E-mai	il Notificati	ons To:				

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.

Need help? Email navigate@luc.edu