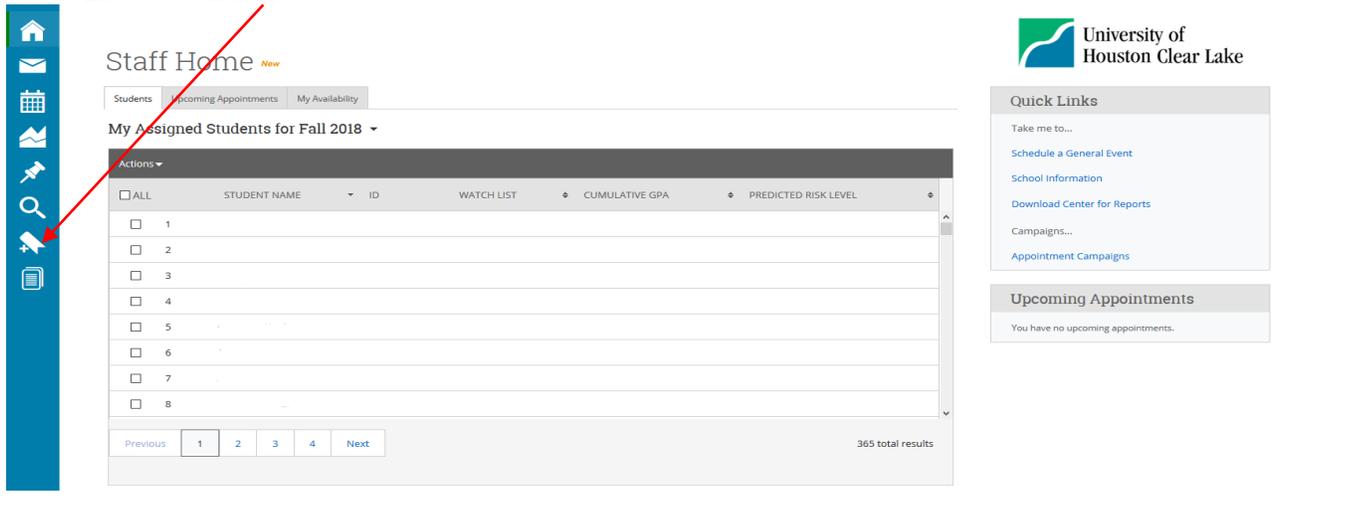
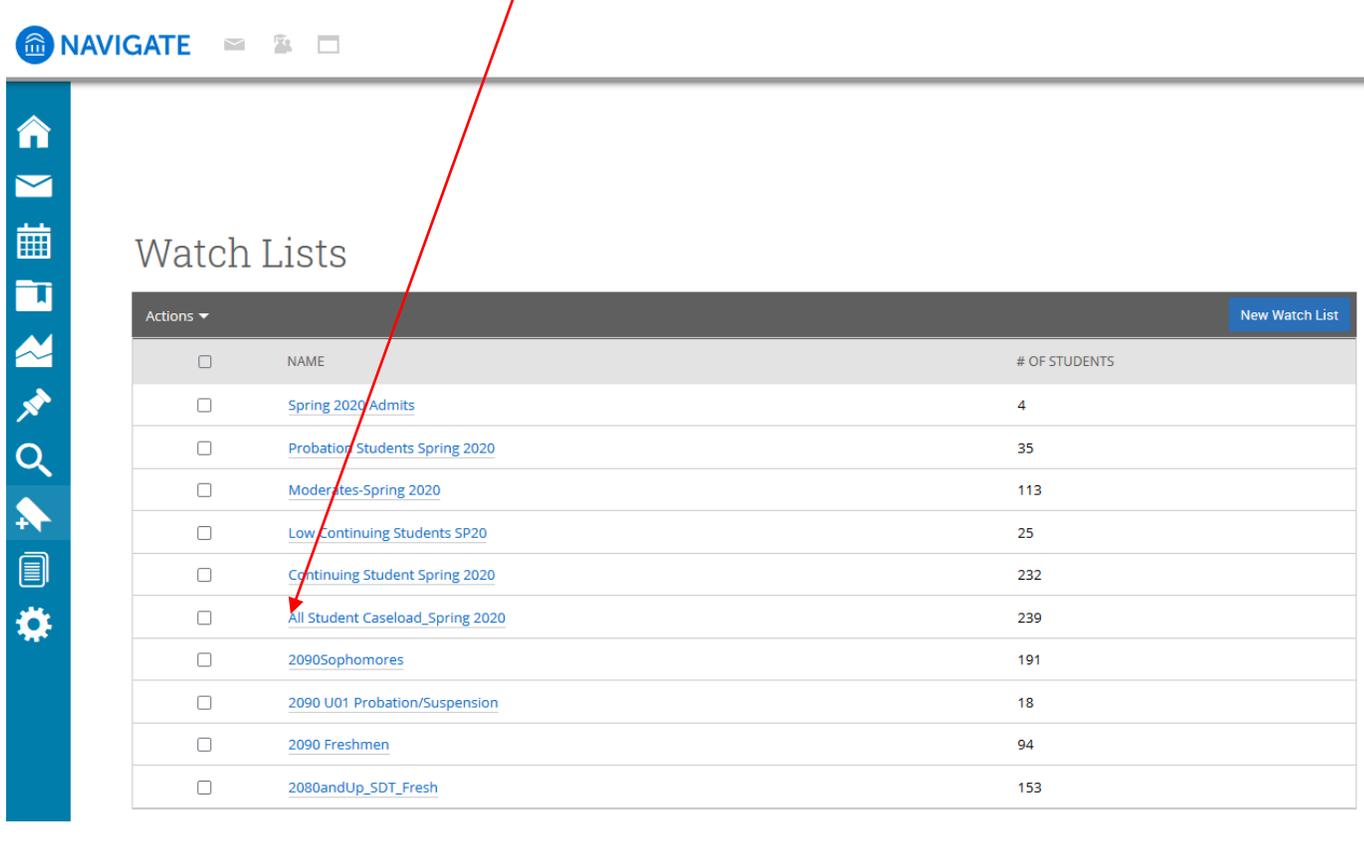


How to email students from watch list.

Steps	Descriptions																																	
1.	Enter your UHCL user ID/user name and password to login to Navigate.																																	
2.	Before starting this process, you will want to determine email: subject, compose your communication and gather any attachments.																																	
3.	<p>Click: Lists & Searches</p> 																																	
4.	<p>Click: On your Watch List (You may have named your watch list differently.)</p>  <table border="1" data-bbox="297 1329 1520 1843"> <thead> <tr> <th>Actions</th> <th>NAME</th> <th># OF STUDENTS</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Spring 2020 Admits</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Probation Students Spring 2020</td> <td>35</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Moderates-Spring 2020</td> <td>113</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Low Continuing Students SP20</td> <td>25</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Continuing Student Spring 2020</td> <td>232</td> </tr> <tr> <td><input type="checkbox"/></td> <td>All Student Caseload_Spring 2020</td> <td>239</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2090Sophomores</td> <td>191</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2090 U01 Probation/Suspension</td> <td>18</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2090 Freshmen</td> <td>94</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2080andUp_SDT_Fresh</td> <td>153</td> </tr> </tbody> </table>	Actions	NAME	# OF STUDENTS	<input type="checkbox"/>	Spring 2020 Admits	4	<input type="checkbox"/>	Probation Students Spring 2020	35	<input type="checkbox"/>	Moderates-Spring 2020	113	<input type="checkbox"/>	Low Continuing Students SP20	25	<input type="checkbox"/>	Continuing Student Spring 2020	232	<input type="checkbox"/>	All Student Caseload_Spring 2020	239	<input type="checkbox"/>	2090Sophomores	191	<input type="checkbox"/>	2090 U01 Probation/Suspension	18	<input type="checkbox"/>	2090 Freshmen	94	<input type="checkbox"/>	2080andUp_SDT_Fresh	153
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5. Click: On **“ALL”** and **“Select all 239 items”** (Your number of students will be different.)

NAVIGATE

Back to users lists

All Student Caseload_Spring 2020

Actions

Selected all 239 items. Clear Selection

<input checked="" type="checkbox"/>	ALL	STUDENT NAME	ID	PREDICTED RISK LEVEL
<input checked="" type="checkbox"/>	1			Moderate
<input checked="" type="checkbox"/>	2			Low
<input checked="" type="checkbox"/>	3			Low
<input checked="" type="checkbox"/>	4			Moderate

Previous 1 2 3 Next

6. Click: **Action drop-down box** and click on **Send Message**
Click: **Send Message**.

NAVIGATE

Back to users lists

All Student Caseload_Spring 2020

Actions

Send Message

Appointment Campaign

Watch

Remove from Watch List

Export Results

Selected all 239 items. Clear Selection

<input checked="" type="checkbox"/>	STUDENT NAME	ID	PREDICTED RISK LEVEL
<input checked="" type="checkbox"/>			Moderate
<input checked="" type="checkbox"/>	2		Low
<input checked="" type="checkbox"/>	3		Low
<input checked="" type="checkbox"/>	4		Moderate

Previous 1 2 3 Next

7.

Check: **You have all your students on the To.**

Enter: **Subject, email content, attach any attachments, and add any additional individuals (yourself or supervisor etc.).**

Click: **Send Message**

The screenshot shows the NAVIGATE interface. In the background, there is a table titled "All Student Caseload_Spring 2020" with columns for "STUDENT NAME", "ID", and "PREDICTED RISK LEVEL". The table contains four rows of student data, all of which are selected. Overlaid on this is a "SEND A MESSAGE TO 239 PEOPLE" dialog box. The dialog has a "To:" field containing "239 recipients", a "Subject:" field, a "Message:" field with rich text formatting options (Bold, Italic, Bulleted List, Numbered List, Link, Paragraph), an "Add Attachment:" section with a "Select file to attach" button, and a "Send Additional E-mail Notifications To:" field. At the bottom right of the dialog are "Cancel" and "Send Message" buttons. Red arrows point from the text instructions to the "To:" field and the "Send Message" button.

Actions	STUDENT NAME	ID	PREDICTED RISK LEVEL
<input checked="" type="checkbox"/>			Moderate
<input checked="" type="checkbox"/>			Low
<input checked="" type="checkbox"/>			Low
<input checked="" type="checkbox"/>			Moderate

DONE