



Using Navigate to Send Personalized Messages to New Advisees

Log into Navigate at <https://uwsp.campus.eab.com/>

Click on the “Advanced Search” icon.

Staff Home ▾

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students Term: 2023 Spring (Default T... Relationship Type:

Actions ▾						
<input type="checkbox"/>	NAME	FIRST NAME	LAST NAME	ID	STUDENT LIST	CUMULATIVE GPA
1. <input type="checkbox"/>		Harley		115		

Copy all of the student IDs of your new advisees from the list provided to you by your department.

Paste all of the IDs into an Advanced Search in Navigate and click search.

New Search

Saved Searches ▾

1. Keywords (First Name, Last Name, E-mail, Student ID)? Type? Students

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status

Assigned To

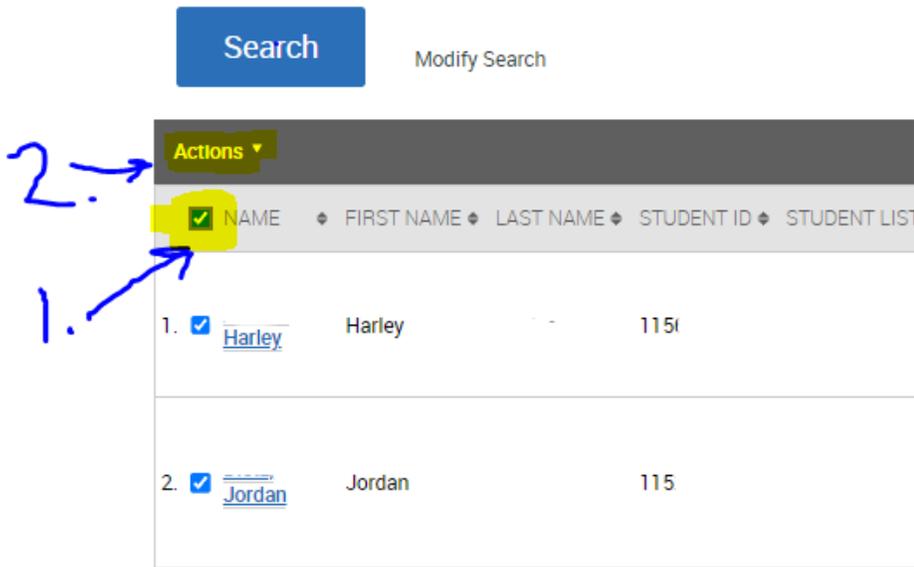
Polls Questions, Choices?

Success Indicators Care Team Indicator, Success Markers

Nav Info Milestone filters

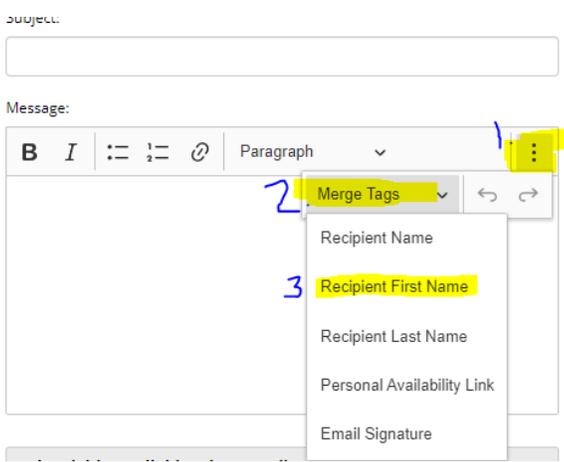
2. Include Inactive My Students Only At-Risk Students Only

Click the Select All check box at the top of your generated list, then choose "Send a Message to Student" from the Actions drop-down menu.



Fill in the "Subject line" text box.

Then, insert a merge field for the recipients first name at the top of the message box. This will personalize each of the emails that is sent. Click on the three vertical dots menu, select merge tags and then, recipient first name.



Draft the text of your email as you normally would and click "Send Message." This will send a personalized email to each of the students on your list.