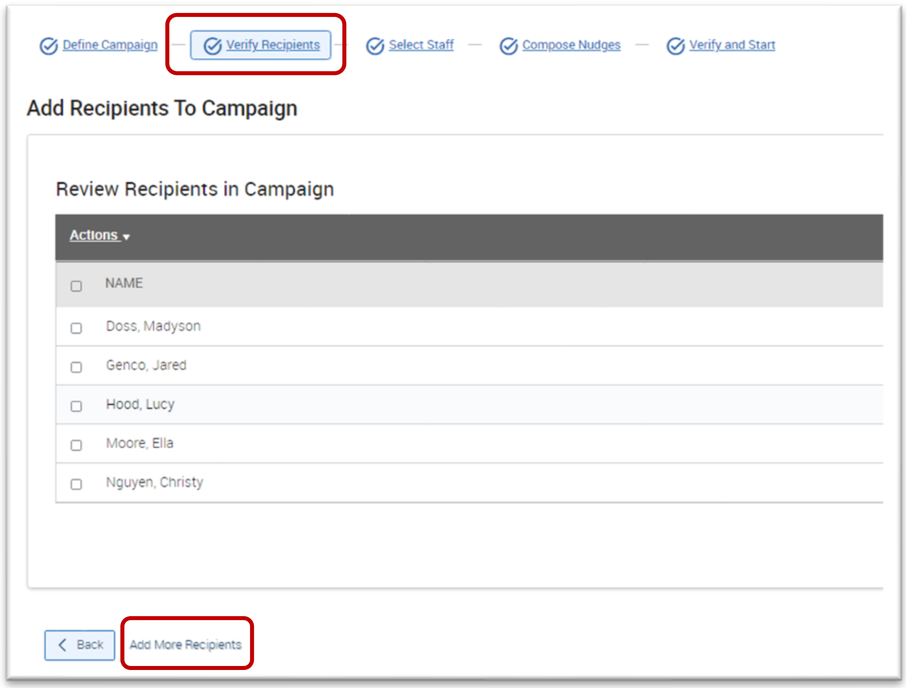
Navigate360: Adding Students to a Campaign – Send Manual Nudge

Appointment campaigns sends a personalized email to students with a link to click which will offer them appointment days/time as defined by the advisor initiating the campaign. When adding students, a campaign, users must manually send the first nudge message.

1. Select recipients to add to the campaign

- Open the campaign where you want to add students
- Under the *Options* box, select *Edit Campaign Details*
- Click *Verify Recipients* and *Add More Recipients* to add students to campaign
- The advanced search opens to add more students, do one of three things to add recipients:



  - Copy and paste a list of student E Numbers into the *Keywords (First Name, Last Name, E-mail, Student ID)* box (up to 100 E Numbers). E Numbers must only be separated by spaces (no commas or semicolons required). To copy and paste from an excel spreadsheet, select the cells containing E numbers in the spreadsheet, right click and copy, then right click and paste into the *Keywords (First Name, Last Name, E-mail, Student ID)* box.
  - Upload a student list (see the Upload a Student List guide) first. Under Student Information, click inside the *Student List (In Any of These)* box. Select the name of the appropriate list from the drop-down menu.
  - Input parameters under *Student Information*, *Enrollment History*, *Area of Study*, *Term Data*, *Performance Data*, *Course Data*, *Assigned To*, and/or *Success Indicators*

- Click *Search*
- Review the search parameters at the top of the returned result page. If needed, click *Modify Search* to add, remove, or edit search parameters.
- Review the returned student list. Select students by clicking the boxes next to individual students' names or by clicking the *ALL* checkbox at the top of the list. If the list contains more than 1000 students, click *1000 items on this page are selected. Select all 1001 items* to select all recipients in the list.
- Click *Continue*
- On the *Verify Recipients* page, review students in the campaign and double check the recipient list
- Click *Continue*

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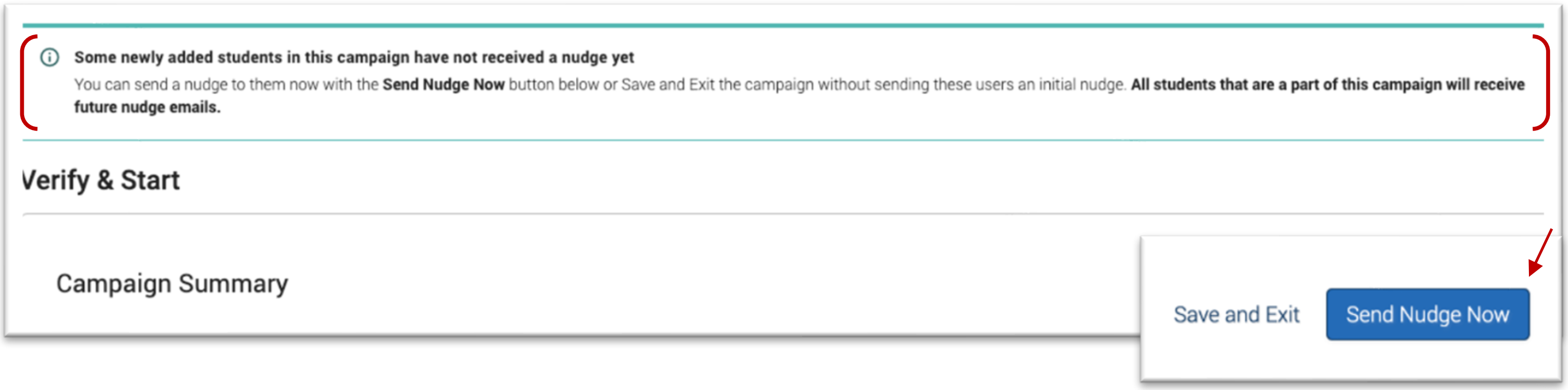
2. Send added recipients nudge message

- Click the *Verify and Start* tab
- A note appears alerting users that newly added students have not received a nudge yet
- Click *Send Nudge Now* to send first scheduled nudge to new students in the campaign



- A pop-up window opens with the first nudge's content pre-populated. Adjust nudge if necessary and click *Send to Added Students*
    - **NOTE:** Other nudges that have not been sent <u>will</u> be sent to students as well without having to perform any other actions