

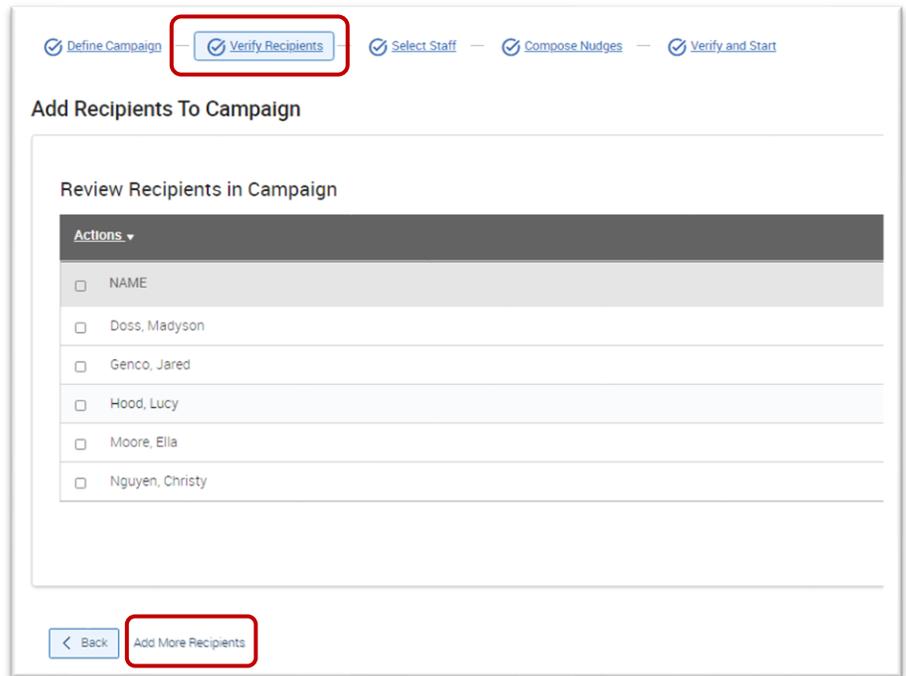
Navigate360: Adding Students to a Campaign – Send Manual Nudge

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

The screenshot shows a notification banner at the top with a red border and a red arrow pointing to the 'Send Nudge Now' button. The notification text reads: 'Some newly added students in this campaign have not received a nudge yet. You can send a nudge to them now with the **Send Nudge Now** button below or Save and Exit the campaign without sending these users an initial nudge. All students that are a part of this campaign will receive future nudge emails.' Below the notification is a 'Verify & Start' section with a 'Campaign Summary' tab. At the bottom right, there are two buttons: 'Save and Exit' and 'Send Nudge Now'.

- 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 will be sent to students as well without having to perform any other actions

The screenshot shows a pop-up window titled 'Compose Nudge Email for Newly Added Students'. It has a close button (X) in the top right corner. The window contains a form with the following fields and content:

- Subject ***: A text input field containing the placeholder text: `{Sstudent_first_name}, Schedule an Advising` appointment
- Message ***: A rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, heading 2, merge tags, and undo/redo. The message content is:
Please Schedule Your Advising Appointment.
Hello {Sstudent_first_name}:
Please schedule an appointment for _____ at _____ . To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.
`{Sschedule_link}`
- Available Merge Tags**: A link icon.
- At the bottom right, there are two buttons: 'Cancel' and 'Send To Added Students' (highlighted with a red box).