

Navigate360: Mass-Texting from Professor Home

Mass texting allows for a quick and easy way to communicate with more than one student at once

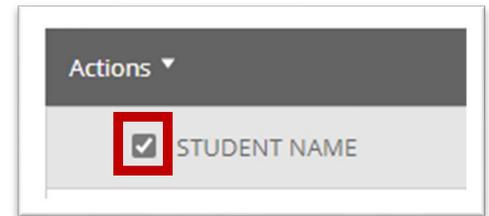
1. Open the Professor Home page

- Click the [Home](#)  icon from the left navigation.
- Click the down arrow to the right of [Staff Home](#). Select [Professor Home](#).
- Scroll down to the [Students in My Courses](#) list.



2. Send a mass-text message

- Click the boxes to the left of the students' name in the *Name* column to select students to be messaged. 100 students are displayed per page. Click [Next](#) at the bottom to move to the next page of 100 students.
 - **NOTE:** Only 100 students may be messaged at a time. To message more than 100 students, one message will need to be sent per page of students.
- Click [Actions](#) and from the drop-down menu choose [Send a Message](#).
- Click the [Send Text](#) tab at the top of the pop-up box. Type the text message in the [Message](#) box. Proofread and click [Send Message](#).



3. Reply to students' texts

- When a student replies to the text, their message will appear as a reply in your ETSU email account as well as in Navigate Messaging. To view replies and reply by text message in Navigate:
 - Click on the [Conversations](#)  icon at the top left of the page.
 - The *Topic* column will display the students' replies. Click on the text of the students' reply in the *Topic* column.
 - Click on the [Reply](#) button
 - Replies can be sent as e-mails, text messages, or phone calls. Click the [Send SMS](#) tab to respond by text.
 - Type the text message in the [Message](#) box. Click [Send Message](#).

