# Navigate360: Mass-Texting Students with Upload List

*Student lists are used by faculty and staff to track lists of students for outreach. Upload your own excel list and mass text students*

## 1. Create a list of students in Excel

o Ensure that one column in the Excel spreadsheet contains E Numbers. For ease later, title this column 'E Number.'

o Adjust the column width so that the entire E Number is visible.

o Ensure that there are no blank cells in the E Number column.

o Ensure that the Excel spreadsheet is saved as a *CSV (Comma delimited)* file type.

- In Excel: click *File* > click *Save As* > choose the file location to save > enter a *File name* > from the drop-down menu under *Save as Type* choose *CSV (Comma delimited)* > Click *Save*
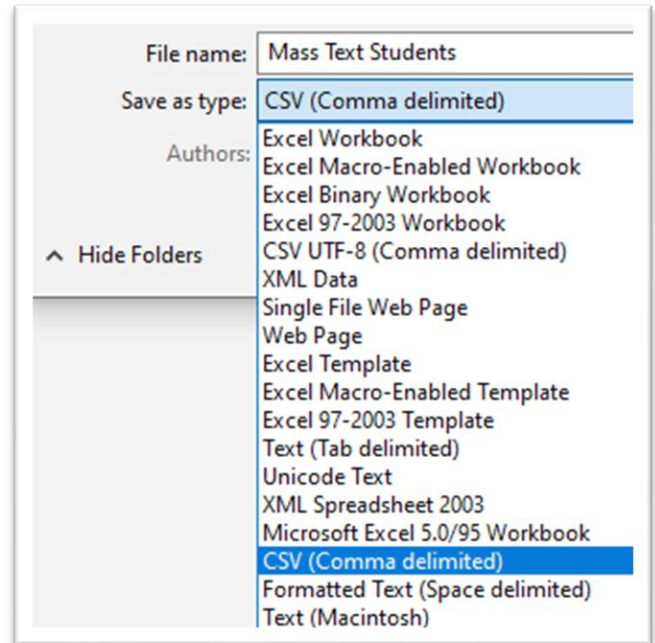
## 2. Upload the list of students to Navigate

o Log into Navigate via GoldLink.

o Click the *Lists & Saved Items* ☰ icon from the left navigation

o Under the *Student Lists* box, click *Actions* and choose *Upload Student List* from the drop-down menu.

o Under *Choose a list to add these students to*, click the drop-down box and choose *New Student List.* Type a name for the student list that is descriptive and memorable – you will need to select it from a menu of Student Lists later. Click *Confirm*.

o Click *Choose File*. Select the CVS (Comma Delimited) Excel file you created in step 1. Click *Click to upload the file*.

o In the drop-down menu, select the title of the column which contains E Numbers in the Excel spreadsheet. Click *Save*.

o A *Success!* message will appear.
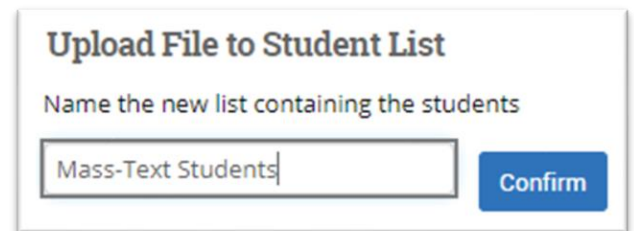
## 3. Run a *Student List* report

o Click the *Reporting* icon from the left navigation.

o In the *Student Data Report* box, click *Student Info (Students Active for Term)*

o Under *Activity Filters*, select a term. Under *Student Filters*, click *Student Information*.

o Click the box under *Student List (Any of These)* and choose the name of the student list created in step 2.

o Scroll to the bottom of the page and click the *Search* button.

o The list of students uploaded from Excel will appear.
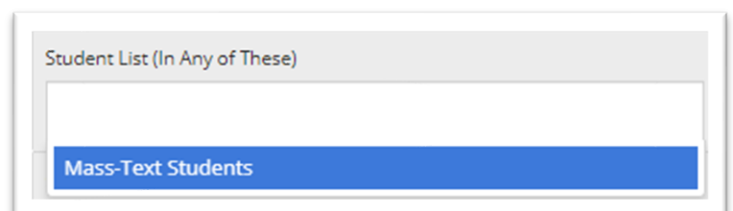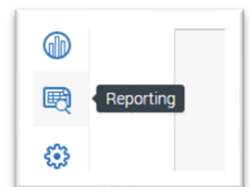
**continue to step 4 on the next page…**

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## 4. Send a mass-text message
- Click *Actions* and choose *Show/Hide Columns* from the drop-down menu. Uncheck any unneeded columns in the pop-up box. For mass-texting, only the *Student Name* and *Student ID*
- To check all boxes for all students, click the checkbox next to the *Student Name* column title. This will check the boxes for the first 100 students in the list. Click *Select all 123 items* in the top center of the page to ensure that all students have a check box selected, but:
    - **NOTE:** Plan to send texts in batches of 100 or fewer. Recipients will not be able to respond to this message because there are more than 100 recipients. This constraint is in place to avoid text message spam blockers.
- Click *Actions* and from the drop-down menu choose *Send a Message to Student*.
- Click the *Send Text* tab at the top of the pop-up box. Type the text message in the *Message* box. Click *Send Message*.
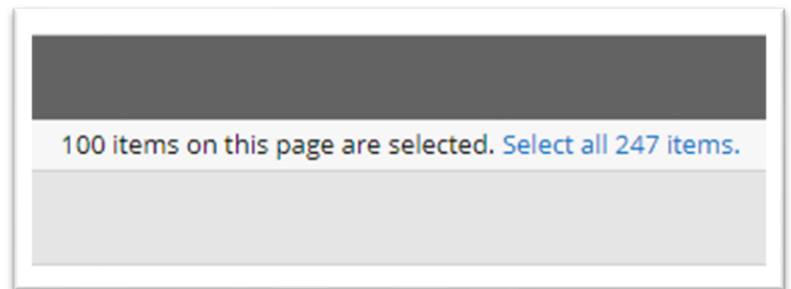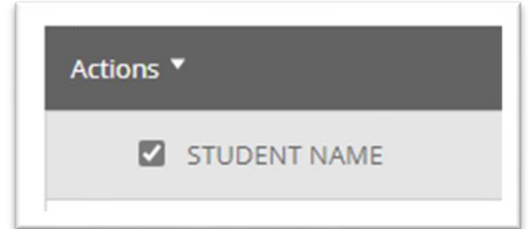
## 5. Reply to student(s)' texts
- When a student replies to the text, their message will appear as a reply in your ETSU email account as well as in Navigate Messaging. To view replies and reply by text message in Navigate:
    - Click on the *Conversations* ✉ icon at the top left of the page.
    - 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 *Respond by Text* tab at the top.
    - Type the text message in the *Message* box. Click *Send Message*.