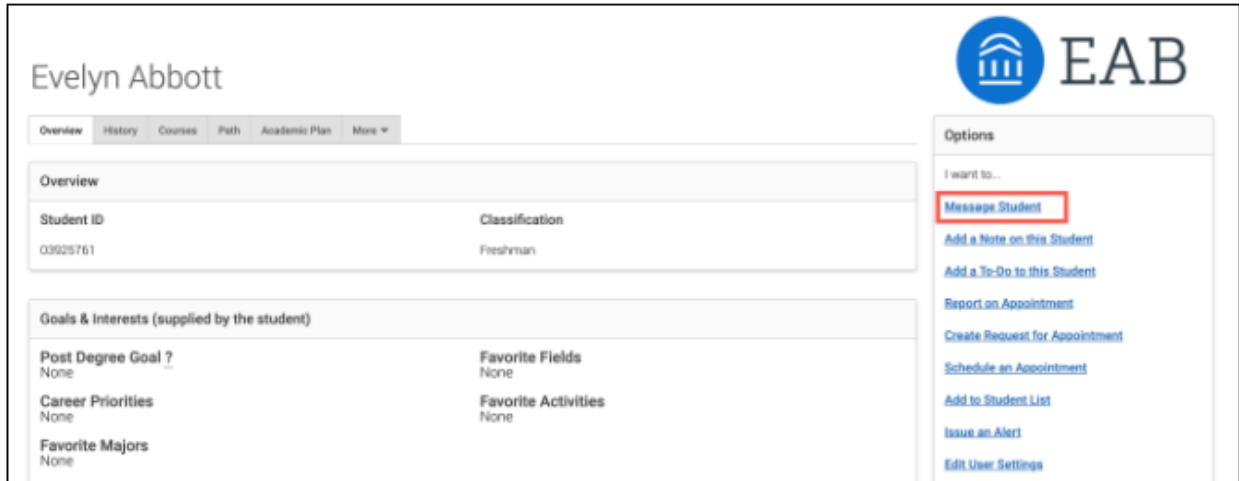


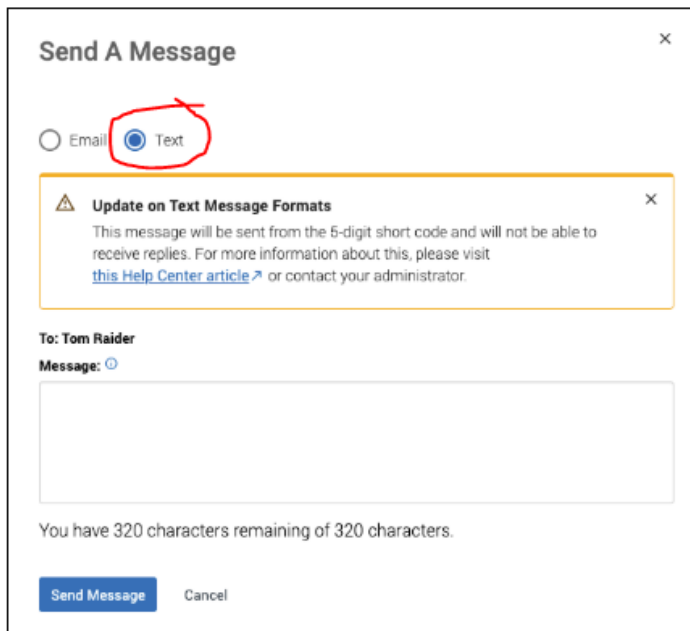
Texting from Navigate360 Staff

Text messages are sent directly to students from Navigate360 Staff using the **Send A Message** dialogue.

There are several different ways to access this feature. One way is to navigate to a student's profile page and select **Message Student**.



The screenshot displays the profile page for Evelyn Abbott. The top right corner features the EAB logo. Below the name, there are navigation tabs: Overview, History, Courses, Path, Academic Plan, and More. The Overview section includes a table with Student ID (03025761) and Classification (Freshman). Below this, there is a section for Goals & Interests, which is currently empty. On the right side, there is an 'Options' sidebar with a list of actions: Message Student (highlighted with a red box), Add a Note on this Student, Add a To-Do to this Student, Report on Appointment, Create Request for Appointment, Schedule an Appointment, Add to Student List, Issue an Alert, and Edit User Settings.



The screenshot shows the 'Send A Message' dialog box. At the top, there are two radio buttons: 'Email' and 'Text'. The 'Text' button is selected and circled in red. Below the radio buttons, there is a warning message: 'Update on Text Message Formats' with a close button. The message states: 'This message will be sent from the 5-digit short code and will not be able to receive replies. For more information about this, please visit [this Help Center article](#) or contact your administrator.' Below the warning, the recipient is listed as 'To: Tom Raider'. There is a 'Message:' label and a text input field. At the bottom, there is a character count: 'You have 320 characters remaining of 320 characters.' and two buttons: 'Send Message' and 'Cancel'.

300 characters are allowed in SMS messages. Only characters from the standard GSM-7 character set are allowed. For the student to receive the text messages, they must have a valid mobile/cell phone number associated with their profile.