EABNavigate - Text Messaging

This guide shows you how to use EAB Navigate to send text messages or emails to students in your classes. You can use this feature to send out general announcements or to tell students to check their CCD email for important information.

Remember that you cannot send FERPA protected information via text messages, so please do not use this feature to communicate about grades, attendance, or other classroom behavior. CCD email and D2L messaging are the only digital platforms approved for FERPA protected communications.
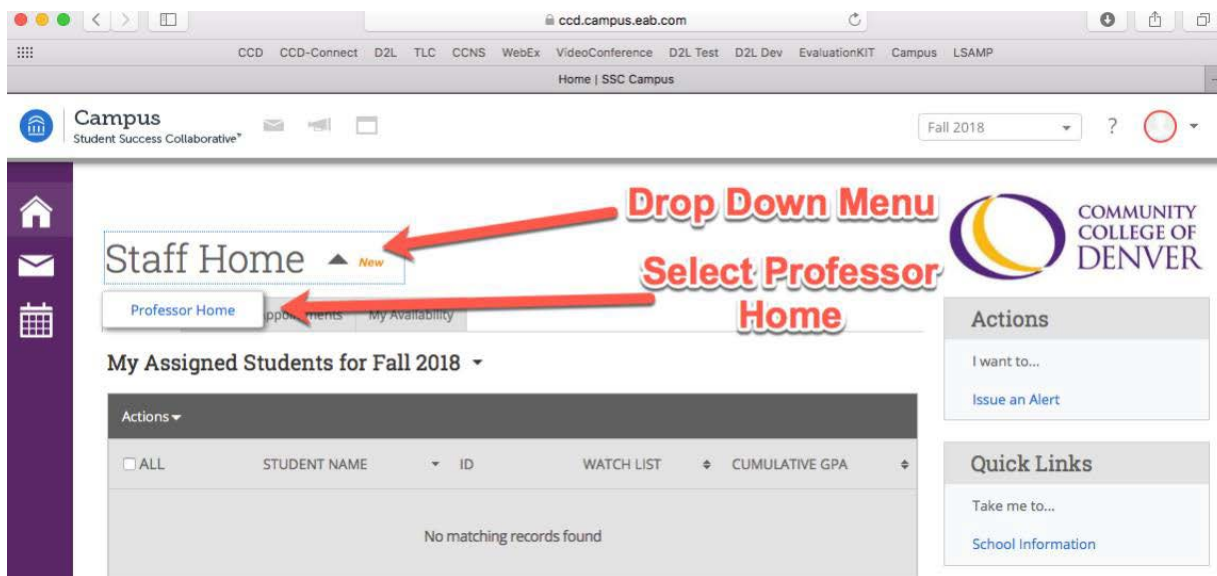
Logging Into Navigate

Go to: https://ccd.campus.eab.com/home

User name: S#
Password: CCD Connect Password (same as D2L)

Messaging

Select the Professor Home from the dropdown menu next to the Staff Home label. This will allow you to see your classes and students.

Choose the students you want to send a text message to. Helpful hints:
- Clicking "courses" in the headers row under Students In My Classes will sort the list of students by course section
- You can send text messages or emails to individual students, groups of students, or to all your students, depending on the type of message.

Once you have selected the students you want to message, click the dropdown menu next to "Actions" and select "Send Message."

Choose either "Send E-mail" or "Send Text", then enter the message you wish to send. All messages are individualized rather than sent as a group text, so students won't see each other's email addresses, phone numbers, or responses if they reply.

Please Note:

- If a student has not opted into getting text messages, the message will convert to an email and be sent to their CCD student email.
- If a student replied to the text message, it may be routed to your CCD email depending on how your preferences are set up in Navigate. To reply back to a student via text, you will need to log back into Navigate and reply from the Navigate messaging system (My Conversations – Found by Click Email Icon on Left Hand Navigation Tool Bar.