

EAB Navigate - 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

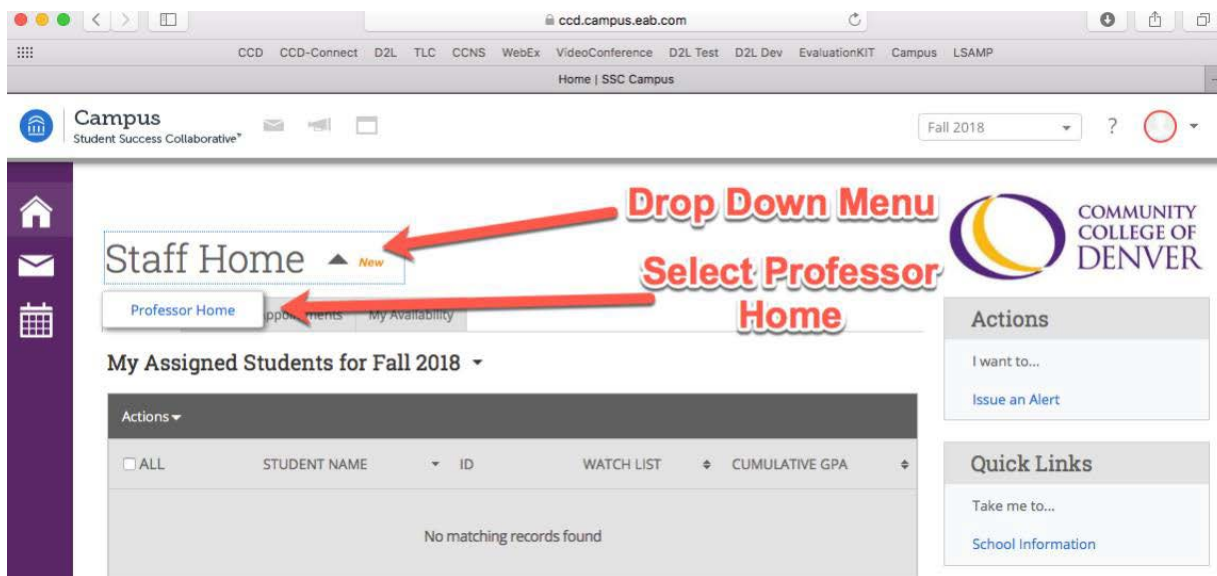
Go to: <https://ccd.campus.eab.com/home>

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.



The screenshot shows the EAB Navigate web interface. At the top, there is a navigation bar with links for CCD, CCD-Connect, D2L, TLC, CCNS, WebEx, VideoConference, D2L Test, D2L Dev, EvaluationKIT, Campus, and LSAMP. Below this is the "Campus" logo and "Student Success Collaborative" text. A dropdown menu is open, showing "Staff Home" with a "New" indicator and "Professor Home" selected. Red arrows point to these options with the text "Drop Down Menu" and "Select Professor Home". The main content area shows "My Assigned Students for Fall 2018" with a table header including "STUDENT NAME", "ID", "WATCH LIST", and "CUMULATIVE GPA". The table currently displays "No matching records found". On the right side, there are "Actions" and "Quick Links" sections.

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.

NAVIGATE Summer 2020

Professor Home

Class Listing

CLASS NAME	TIME	
(ENG-122) English Composition II:CO2		Click Here to Select All Students Progress Reports

Students In My Classes

Actions

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input checked="" type="checkbox"/>	1	Continuing Student, Good Standing	ENG-122-750
<input checked="" type="checkbox"/>	2	Continuing Student, First Generation Student, Good Standing	ENG-122-750

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

Students In My Classes

Actions

- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Alert

Click Here for Menu - 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.

SEND A MESSAGE TO 20 PEOPLE

Send E-mail Send Text

To:

Message:

Welcome to ENG-122! I'm Professor I.M.Smart and I'm excited your in my class - check out your student email for information about getting started

You have 4 characters remaining of 160 characters.

Click Here to Send Text Send Message

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).