

Dickinson

**Using Navigate360:
How to Email a Student**

Email an Individual Student

1. Search for the student you want to message.

2. Click **Message Student**.

The screenshot shows the Dickinson College Navigate360 interface. At the top, there is a red header with "DICKINSON COLLEGE" and a navigation bar with "Navigate360 | STUDENT SUCCESS" and various icons. The main content area displays the profile for a student named "Sophia (she/her/hers)". The profile includes tabs for "Overview", "Success Progress", "History", "Courses", "Path", and "More". Below the tabs, there are several data points: "Course Grade D/F", "Repeated Courses", "Withdrawn Courses", "Missed Success Markers", "Cumulative GPA", "Total Credits Earned", and "Credit Completion % at this Institution". On the right side, there is a sidebar with the Dickinson logo and a section titled "Options" under "I want to...". The "Message Student" option is circled in red, and a red arrow points from the text "Click Message Student" to this option. Other options in the sidebar include "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", and "Issue an Alert". Below the "Options" section, there is a "Current Alerts" section.

Email an Individual Student

3. Enter your **Subject Line** and **Message**.
4. Click the three dots and then **Merge Tags** to merge in any automated info.
5. Click **Send Message**. (Use **Preview Message** if you like!)

The screenshot shows the Dickinson College Navigate360 Student Success interface. The main content area displays a student profile for Sophia (she/her/hers) with tabs for Overview, Success Progress, History, Courses, Path, and More. The 'Send A Message' dialog is open, showing a form with fields for Subject and Message. The Message field has a rich text editor with a 'Merge Tags' dropdown menu open, listing options: Recipient Name, Recipient First Name, Recipient Last Name, and Personal Availability Link. The 'Send Message' button is highlighted with a red circle. The 'Send Message' button is also circled in red.