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1. Click on Lists & Searches Icon (left-side panel in Staff role)
 2. Click on the watch list of students you wish to message
 3. Select the students, by checking the box next to their name. * *You can also select all which will select up to 100 students per page.*
 4. Click "Actions"
 5. Click "Send Message"

 6. Click on "Send Text"
 7. Enter your message-Ex: *"This is your advisor, Jessica Skipper: Fall registration is open, check your email for appointment scheduling instructions. Reply with STOP to unsubscribe."*
 8. If a text is sent to 101+ students simultaneously, the staff member/instructor will not be able to receive text message replies.
 - 9.

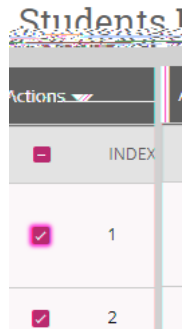
See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.



1. Go to your "Professor Home" role



2. Under "Students In My Classes", check the boxes of the students you wish to message. You can also select all.



3. Click on "Actions"
4. Click "Send Message"

Students In My Classes



5. Follow steps 5-9 in the "Text a student through the student profile, continued" section.

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