

How to Send a Message to Your Advisees

To send a message to students, log into Navigate using your SGSC credentials:

<http://sgsc.campus.eab.com/>

From the Staff Home screen, you can see your assigned advisees listed under “My Assigned Students for Fall 2020.”

To send them a message, start by clicking the box next to “ALL” above the list of advisees.

My Assigned Students for Fall 2020 ▾

Actions ▾			
<input checked="" type="checkbox"/> ALL		STUDENT NAME ▾	ID
<input checked="" type="checkbox"/>	1	[REDACTED]	9880
<input checked="" type="checkbox"/>	2	[REDACTED]	9880
<input checked="" type="checkbox"/>	3	[REDACTED]	9881
<input checked="" type="checkbox"/>	4	[REDACTED]	9881
<input checked="" type="checkbox"/>	5	[REDACTED]	9880
<input checked="" type="checkbox"/>	6	[REDACTED]	9880
<input checked="" type="checkbox"/>	7	[REDACTED]	9880
<input checked="" type="checkbox"/>	8	[REDACTED]	9881

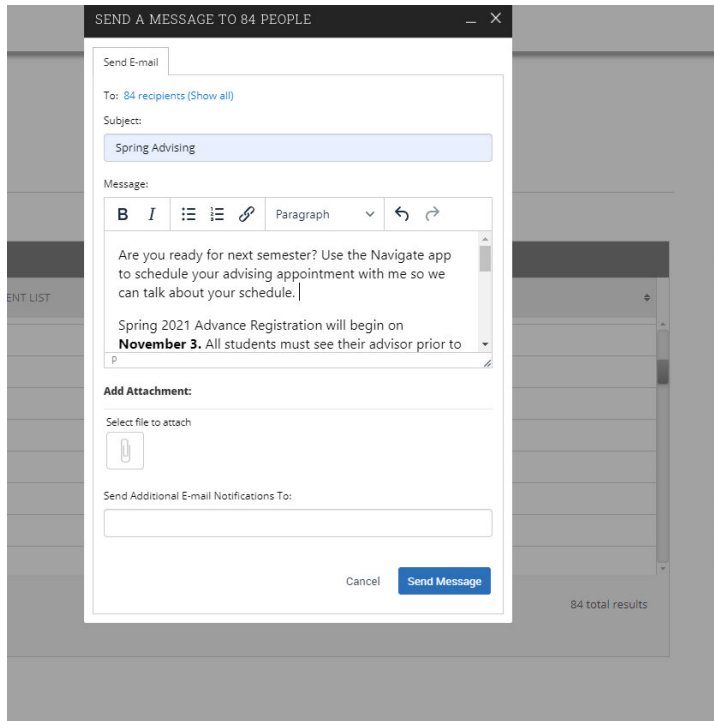
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Next to the “Actions” option, click the down arrow and select “Send Message.”

My Assigned Students for Fall 2020 ▾

Actions ▾			
		STUDENT NAME ▾	ID
<input checked="" type="checkbox"/> Send Message			
<input type="checkbox"/> Create Appointment Summary			9880
<input type="checkbox"/> Appointment Campaign			
<input type="checkbox"/> Schedule Appointment			9881
<input type="checkbox"/> Note			9881
<input type="checkbox"/> Issue Alert			9881
<input type="checkbox"/> Add to Student List			9880
<input type="checkbox"/> Export Results			9880
<input type="checkbox"/> Show/Hide Columns			
<input type="checkbox"/>	69	[REDACTED]	9881
<input type="checkbox"/>	70	[REDACTED]	9880

The message box will open and will allow you to compose the message you want to send to all of your advisees. Once you have composed your message, click send at the bottom of the message box to send the message to your advisees.



If you have questions, please feel free to email Navigate@sgsc.edu or contact Brandi Elliott.