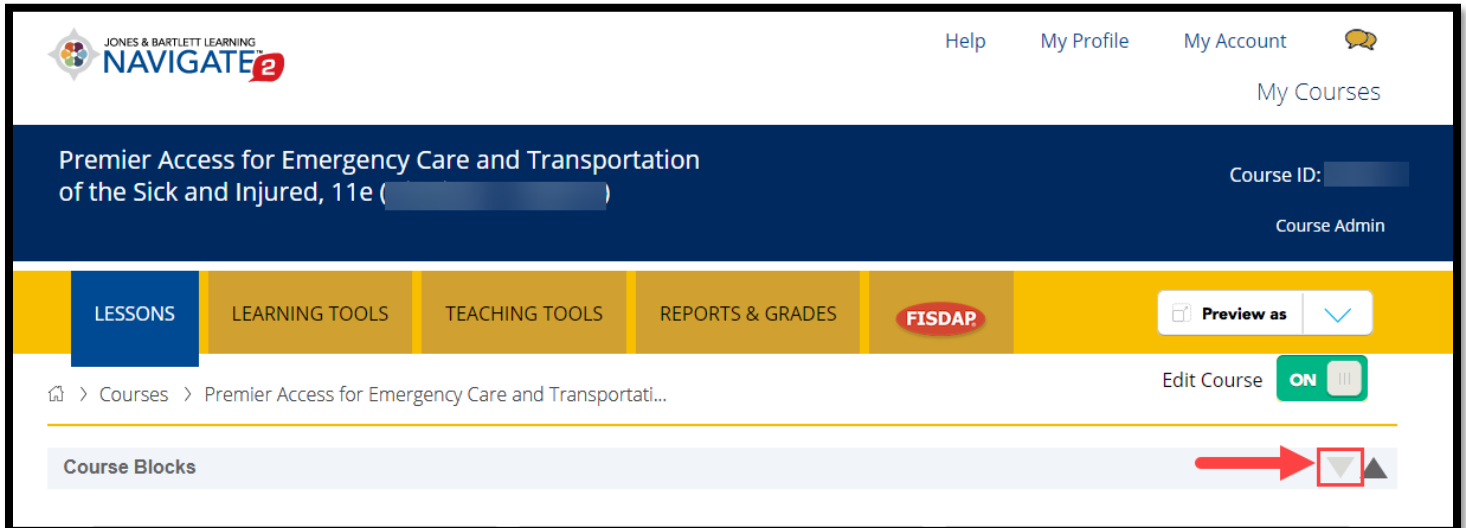


How do I message my students?

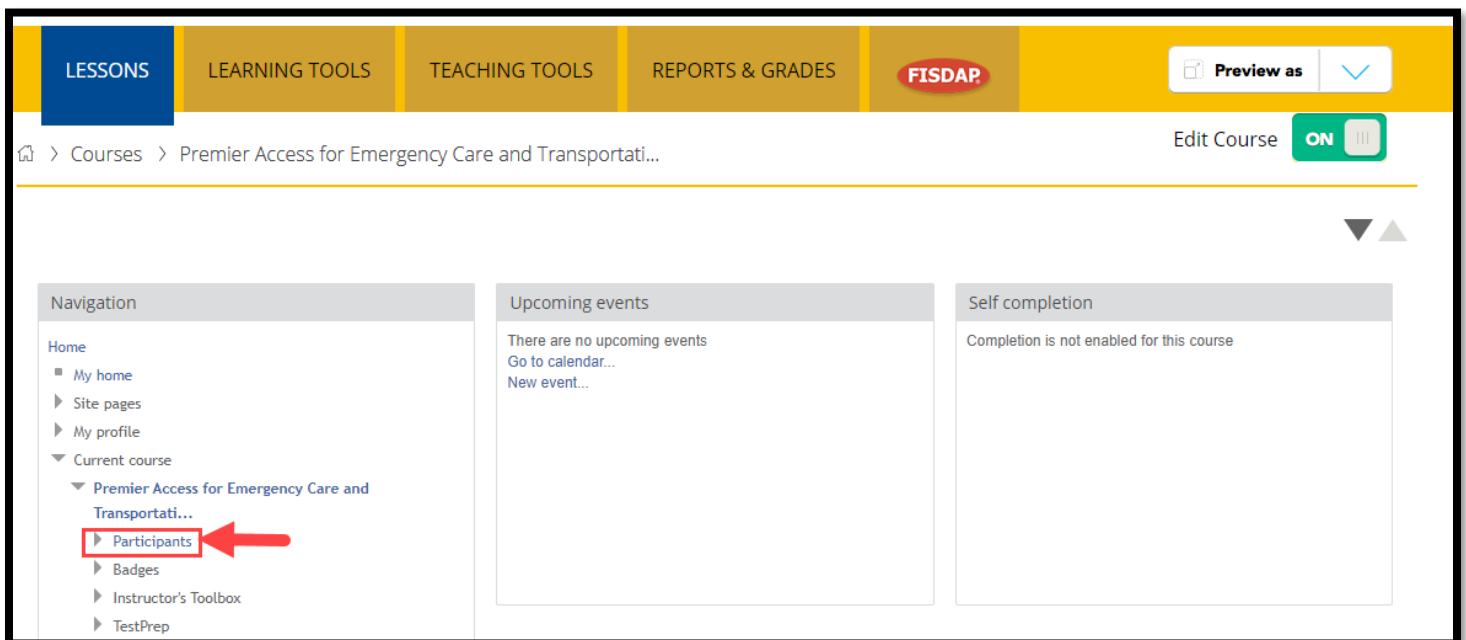
This document provides step-by-step instructions for how to send your students private communications from within your Navigate 2 course. Messages may be sent to multiple recipients at a time or individually.

1. On the course homepage, find the **Course Blocks** banner at the top of the course contents and click the corresponding **down-arrow button** to the right.



The screenshot shows the course homepage for "Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The top navigation bar includes "Help", "My Profile", "My Account", and "My Courses". Below the course title, there are tabs for "LESSONS", "LEARNING TOOLS", "TEACHING TOOLS", "REPORTS & GRADES", and "FISDAP". A "Preview as" dropdown menu is visible. The "Course Blocks" banner is highlighted, and a red arrow points to the down-arrow button on the right side of the banner.

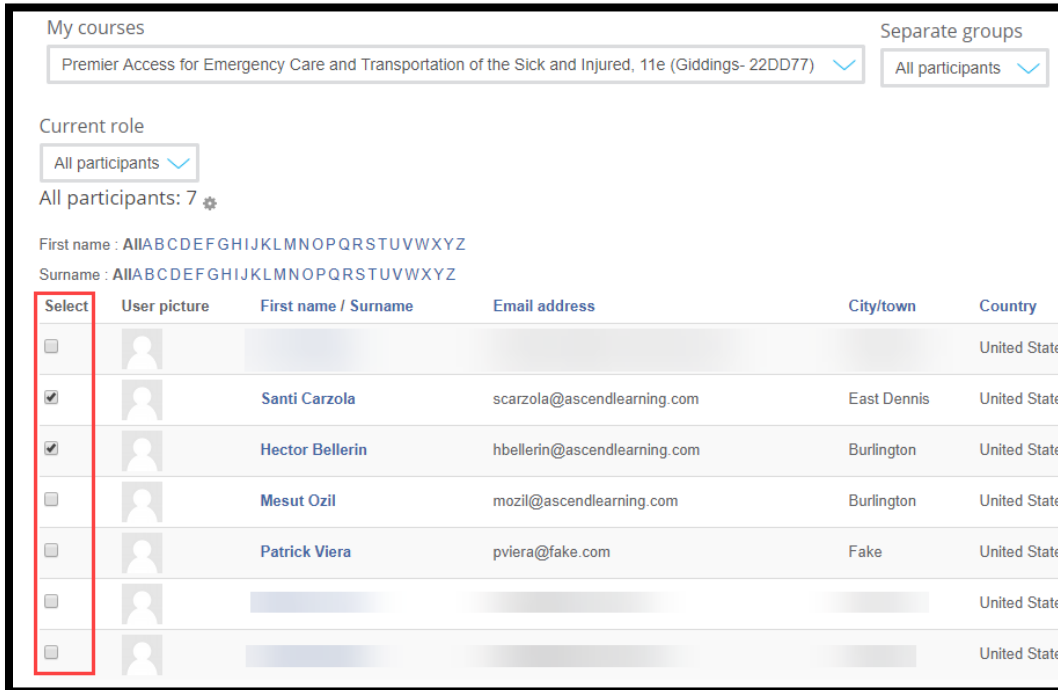
2. This will dropdown the course blocks section, revealing several course blocks at the top of the page. Find the **Navigation** block displayed in this area and then click on the **Participants** link from its corresponding list of options.



The screenshot shows the course homepage with the "Course Blocks" section expanded. The "Navigation" block is visible, and the "Participants" link is highlighted with a red arrow. The "Upcoming events" and "Self completion" blocks are also visible.

How do I message my students?

- The following page displays a list of all users currently enrolled in your course. Proceed by selecting the **checkbox** to the left of the student(s) to whom you would like to send a message. Please note, you may select more than one student at a time to send the same message.



My courses
Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e (Giddings- 22DD77) Separate groups
All participants

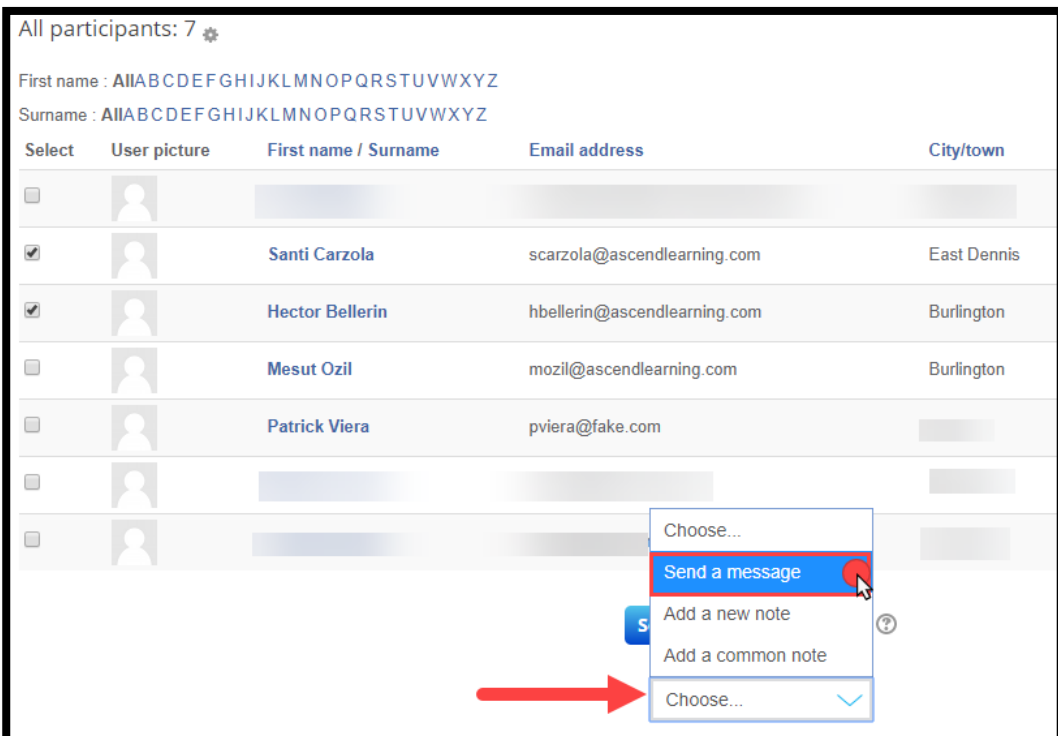
Current role
All participants

All participants: 7

First name : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ

Select	User picture	First name / Surname	Email address	City/town	Country
<input type="checkbox"/>					United States
<input checked="" type="checkbox"/>		Santi Carzola	scarzola@ascendlearning.com	East Dennis	United States
<input checked="" type="checkbox"/>		Hector Bellerin	hbellerin@ascendlearning.com	Burlington	United States
<input type="checkbox"/>		Mesut Ozil	mozil@ascendlearning.com	Burlington	United States
<input type="checkbox"/>		Patrick Viera	pviera@fake.com	Fake	United States
<input type="checkbox"/>					United States
<input type="checkbox"/>					United States

- After selecting the message recipients, click on the dropdown menu at the bottom of the page under **With selected users...** and select the **Send a message** option.



All participants: 7

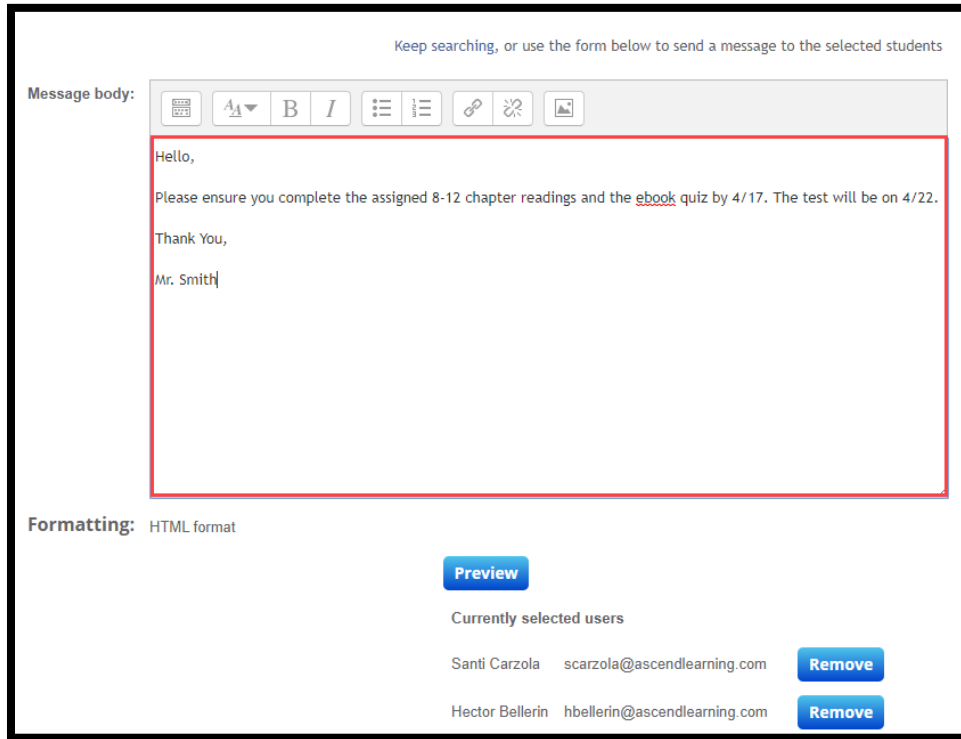
First name : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ

Select	User picture	First name / Surname	Email address	City/town
<input type="checkbox"/>				
<input checked="" type="checkbox"/>		Santi Carzola	scarzola@ascendlearning.com	East Dennis
<input checked="" type="checkbox"/>		Hector Bellerin	hbellerin@ascendlearning.com	Burlington
<input type="checkbox"/>		Mesut Ozil	mozil@ascendlearning.com	Burlington
<input type="checkbox"/>		Patrick Viera	pviera@fake.com	
<input type="checkbox"/>				
<input type="checkbox"/>				

Choose...
Send a message
Add a new note
Add a common note
Choose...

How do I message my students?

5. Selecting this option will promptly open a message window displaying a **Message body** field in which to type your message.



Keep searching, or use the form below to send a message to the selected students

Message body:

Formatting: HTML format

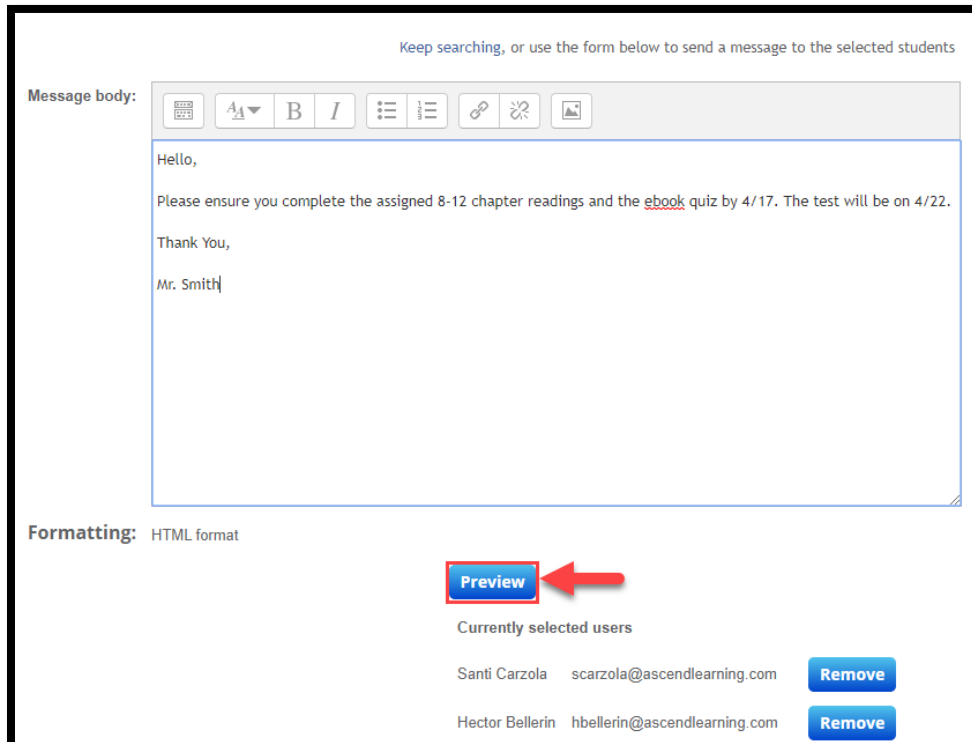
Preview

Currently selected users

Santi Carzola	scarzola@ascendlearning.com	Remove
Hector Bellerin	hbellerin@ascendlearning.com	Remove

The screenshot shows a message composition interface. At the top, there is a search bar with the text "Keep searching, or use the form below to send a message to the selected students". Below this is a "Message body:" label and a rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, and image. The message body text area is highlighted with a red border and contains the following text: "Hello, Please ensure you complete the assigned 8-12 chapter readings and the ebook quiz by 4/17. The test will be on 4/22. Thank You, Mr. Smith". Below the text area, the "Formatting:" is set to "HTML format". A blue "Preview" button is visible. At the bottom, there is a section for "Currently selected users" with two entries: "Santi Carzola" with email "scarzola@ascendlearning.com" and "Hector Bellerin" with email "hbellerin@ascendlearning.com", each with a "Remove" button.

6. When satisfied, click the **Preview** button at the bottom of the page.



Keep searching, or use the form below to send a message to the selected students

Message body:

Formatting: HTML format

Preview

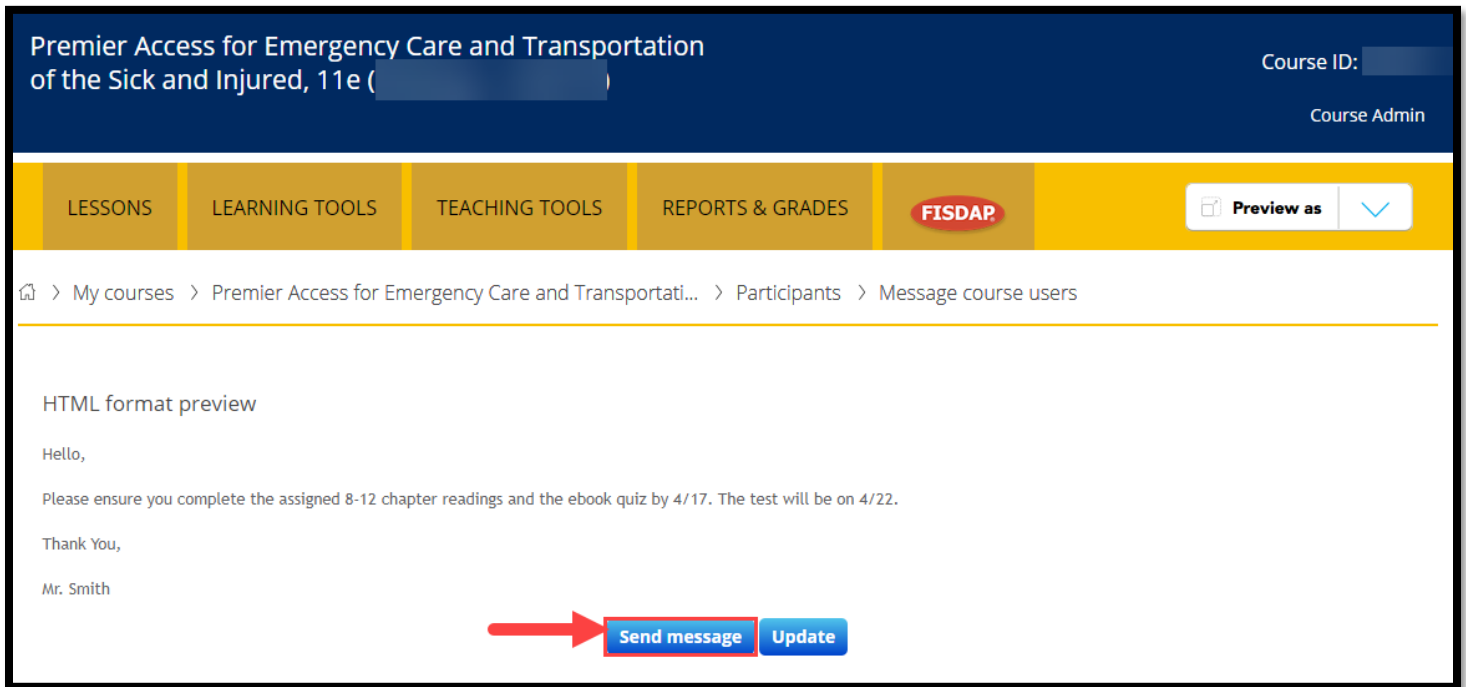
Currently selected users

Santi Carzola	scarzola@ascendlearning.com	Remove
Hector Bellerin	hbellerin@ascendlearning.com	Remove

The screenshot is identical to the previous one, but with a red arrow pointing to the "Preview" button. The message body text area now has a blue border, indicating it is active or selected.

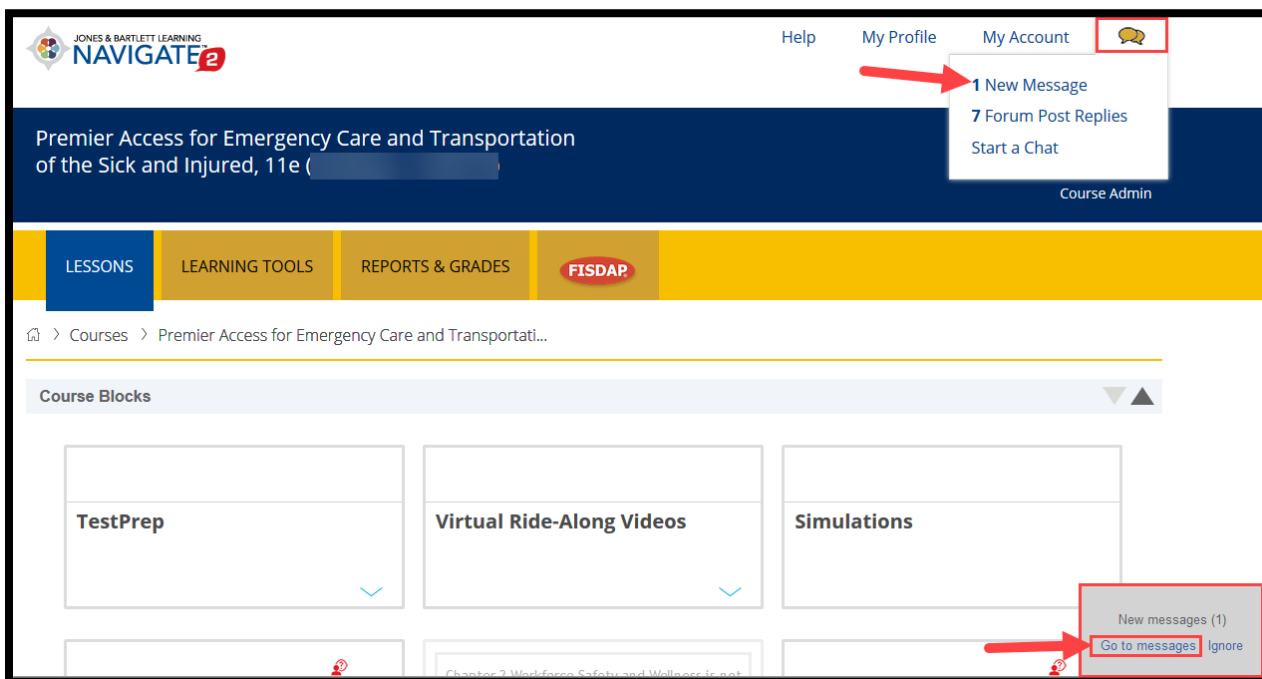
How do I message my students?

7. You will then have an opportunity to review your message before sending it to the intended recipients. Click the **Send message** button to distribute the message.



The screenshot shows the course page for "Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The course ID is visible in the top right, and the user is identified as "Course Admin". A navigation bar includes "LESSONS", "LEARNING TOOLS", "TEACHING TOOLS", "REPORTS & GRADES", and "FISDAP". A "Preview as" dropdown menu is open. Below the navigation bar, a breadcrumb trail reads: "My courses > Premier Access for Emergency Care and Transportati... > Participants > Message course users". The main content area shows an "HTML format preview" of a message starting with "Hello," followed by a paragraph about chapter readings and a test date of 4/22, and ending with "Thank You, Mr. Smith". At the bottom of the preview, there are two buttons: "Send message" (highlighted with a red arrow) and "Update".

8. Message recipients will see an in-course notification upon logging in at the bottom right of their course homepage. They may click the **Go to messages** option here to read your communication, or they may click on the **Messaging center** icon at the top right of the course homepage and respond accordingly.



The screenshot shows the course homepage for "Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e". The user is identified as "Course Admin". The navigation bar includes "LESSONS", "LEARNING TOOLS", "REPORTS & GRADES", and "FISDAP". A breadcrumb trail reads: "Courses > Premier Access for Emergency Care and Transportati...". The main content area shows "Course Blocks" with "TestPrep", "Virtual Ride-Along Videos", and "Simulations". In the top right corner, there is a "Messaging center" icon with a dropdown menu showing "1 New Message", "7 Forum Post Replies", and "Start a Chat". A red arrow points to the "1 New Message" notification. In the bottom right corner, there is a notification box for "New messages (1)" with a "Go to messages" button (highlighted with a red arrow) and an "Ignore" button.