

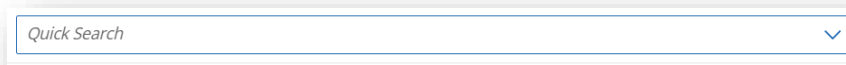
CardSmart Training

Communicating with Students

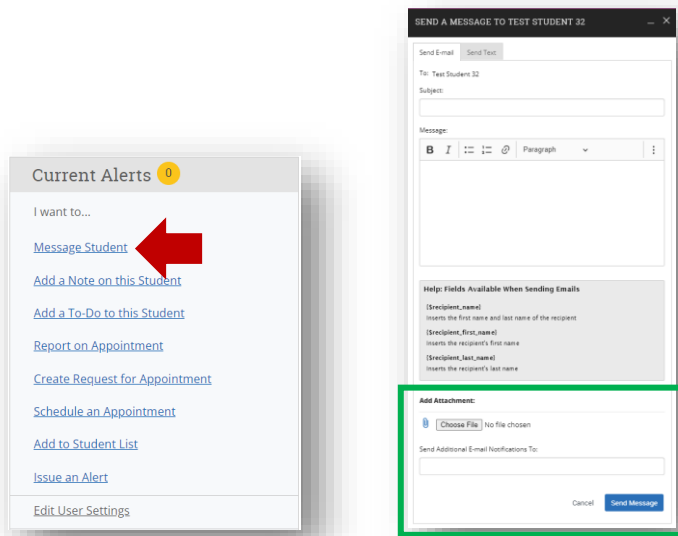
You can send messages to individual students by using Quick Search to find their student profile or by finding them in your list of assigned students. You can also use the Advanced Search feature to search for specific groups of students. This exercise will address each type of communication.

Using Quick Search to Communicate with Students

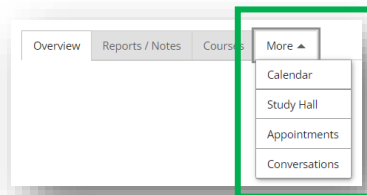
1. Search for the student by using the Quick Search box at the top of the screen.



On the student profile you will see a “**Current Alerts**” box on the right side of your screen. Click “**Message Student**” and a new window will open where you can compose your message, attach files, and send additional notifications.

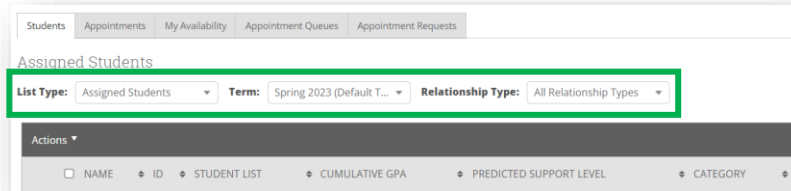


2. After sending your message it will appear in the “**Conversations**” area of the student’s visible profile under the “**More**” tab.

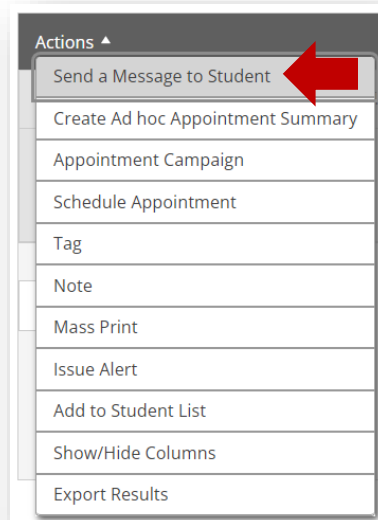


Sending a Message from Your List of Assigned Students

1. From your Home page, the first tab you will see at top is “**Students**,” where you should see a list of your assigned students for the current semester. Additionally, you have the option to adjust the *List Type*, *Term*, and *Relationship Type* from this section.

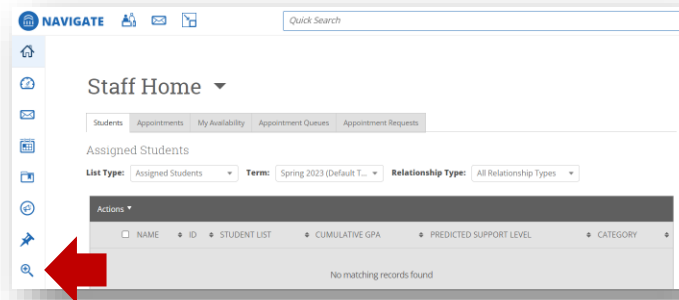


2. Once you have pulled up the list of students you want to choose from, select “All” or place a check next to the specific students you wish to message. Then select **Send Message** from the **Actions** drop down. The same “**Send a Message to [Student]**” box as above will appear for you to input the email subject, message, attachments, and additional recipients.

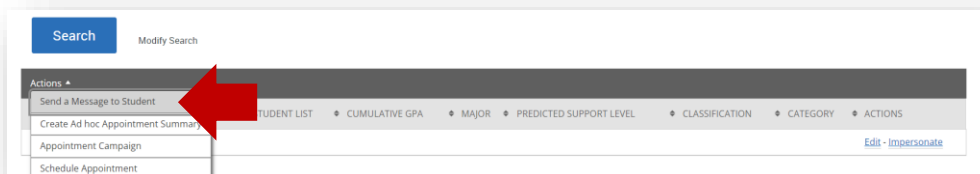


Using Advanced Search to Communicate with Students

1. Click the “**Advanced Search**” icon (the magnifying glass with a plus sign) on the left of your home screen.



2. Enter your desired search criteria and click “**Search.**” From the results, you can then check the “**ALL**” box to select all students that meet the criteria, or you can select individual students by checking the box next to their name. Once you have your list, click the **Actions** drop down above the list and click **Send Message**. The same “**Send a Message to [Student]**” box as above will appear for you to input the email subject, message, attachments, and additional recipients.



The Advanced Search provides a wide variety of search criteria. Subject tabs include *Student Information, Enrollment History, Area of Study, Term Data, Performance Data, Course Data, Assigned to, and Success Indicators*. Enter the information by which you wish to search and then click “**Search**” at the bottom of the screen.

IMPORTANT: When conducting an advanced search, do not hit the “back” button. You’ll lose your search and have to start over. You can add additional criteria to expand your search or edit any set parameters. Simply click “**Modify Search**”, make your desired changes, and then hit “**Search**” again.

