Conversations Feature Overview

Date: 3/18/21

NOTE: Access to the Conversations tab is a **permission-based user role.** Depending on your staff user permission, you may or may not have access to this feature.

OVERVIEW

The Conversations tab shows a list of all communication (i.e., emails, texts, and phone calls) **to and from the Navigate platform** for that student.

This tab includes the following types of communications:

- Communications you personally sent to the student
- Communications that other staff or faculty sent to the student
- Automated reminder or notification emails from the Navigate platform

There are no available actions on these messages. The tab is informational only. Messages **cannot** be removed/deleted from the Conversations tab.

WHERE CONVERSATIONS TAB IS LOCATED

To access the Conversations tab in the Student Profile, click the More tab and select Conversations.

