**Navigate Training faculty advisors August 22, 2019**

PPack@ut.edu – Retention initiatives; Navigate system; office in North Walker

Only holds undergrads; unless they are grad and a student worker

Connects students to resources across campus; helps with programming;

Prefers Firefox but can work in chrome

Tampa.campus.eab.com to log in; Working with IT to get this in Okta; global will be out when this happens

Staff home if you are a faculty advisor; if you are instructing and not a faculty advisor you will have a Professor Home at the top

Drop down next to Staff allows you to toggle from Professor to Staff; You can see your own classes and advisees;

ITS website has a user guide; Okta; My U tampa; service desk; search board “Navigate” then all the guidebooks will show up

Type student name in the magnifying glass at the top right or use their ID number

Search in your class students or students you advise; if you don’t have that relationship you cannot search others; If you have a certain role let your Dean or AD know and PPack will have to give you the proper access

Homepage of student; hover over triangles it will show you the classes they repeated, withdrawn or completed.

Success marker courses are based on ten years of data to help with predictions; This is important for retention; Refresh this in the spring; cumulative gpa; scroll down can see change of majors and predicted risk level; risk is based on earned credits, etc. His risk level is green which makes him low risk; Predictors change based on earned credit hours.

**Success Progress tab** – summary of how they have been doing throughout their time at UT in graphical format

**Reports and Notes tab** – see every note put into the system by anyone with access; issued alerts; progress reports and appointment summaries

**Class Info tab** – defaults to current term and you can change this to the top left of the search and see previous or future terms; can see unofficial transcript

Bottom of course schedule page shows transfer credit and entrance data for that students

Next to my assigned students for Fall 2019 – you have more options; no way to email all students in the class through this current system;

In staff home

Toggle to the actual student and go to their actual page and under staff alerts on the right you can leave notes or send an email to all advisees by selecting ALL and go to the drop down next to Actions

Spartanweb will be gone in Fall 2020; Degree guides will be in workday; this system will be best for keeping notes on students as their advisor;

This is a private, but public system so we need to be careful of our notes that we enter; student can see their own notes; Dean and AD and Provost can see the notes

Student of concern is a separate form that is confidential.

Registration clearance will eventually happen in Workday.

Can you make your student search alphabetical; the answer is no; this should be on the wish list

Select hyperlink student name then message student; it will show your picture and send to the student’s spartan email; Flyers should be as an attachment;

**More tab** – shows your message to the student under conversations

It will only show this message if you use this system not as an email;

**Add a note tab** – It doesn’t go to the student so don’t check anything under visibility. You can attach a file

Suggestion to move the visibility tab and make the title on the student

If you have a message for the student about advising then just use the “Send a message”

Q. Degree guide on workday and not Nav. Good idea but not functionality for degree guide.

Link students directly in the system to respond to messages versus faculty having to paste outlook messages

Add a reminder – will show you a reminder of a meeting with the student; this is personalized to you;

**Schedule an appointment** –

Shows your availability in green – All of you will have one coordinated care unit to work from- Faculty advising from 2nd year to graduation; select a location; where you want to meet with the student;service only one to choose from; add comments as necessary; Conflicts means either of you have class; select box for 20 minutes; more boxes the longer the time: repeat and save if you want to meet with them weekly.

Must unlock unavailable times: Students have to schedule 24 hours in advance

Availability under Home page; My availability tab; all of your roles go here then actions then add a time;

Can you have it so that you can edit availability once it is set

Duration selects the current semester; Students can schedule in the future even though it is red currently in their view; once the date has arrived then it turns green.

If you don’t see the edit button then try Firefox for changing your schedule.

You can add multiple times; to edit select the time and then go to the actions dropdown.

What if you have a week you are out of town; link it to your outlook calendar to be sent out to faculty by Paula

General availability for students who are in your class versus your advisees.

Email comes to you if they schedule with you; they get a 24 hour reminder; canceling sends the student a cancellation

Student page: talk about alerts

Issue an alert tab – Two alerts are the only choices that you will see; notes are notable but not actionable; alerts are actionable; exploring a major alert will turn on the first day of school; may leave UT if student is thinking of leaving but not out and they are willing to meet with someone outside of UT; provides a note to lori K and she creates a case for that student; run data for best connection; Major exploration alert they need help with major exploration specialist for a student who doesn’t like their current major; only if they have a declared major; undecided are already being taken care of; add comments.

Report on appointment tab- student drops in and you want to make notes on them; select location and service and course if appropriate and add appointment summary on the document;

If counseling for academic problems in clinics for RNS then may be helpful for others to know; there is no requirement;

Better for student to schedule with us versus us schedule with them. No way to add athletic schedules to the student calendar.

Students go to their calendar they would chose faculty advisor option;