

# NAVIGATE REQUIREMENTS & RECOMMENDATIONS

UNIVERSITY OF WISCONSIN - STEVENS POINT

**EAB Navigate is a tool used by UWSP to connect with and support students. Our students are accustomed to using Navigate to self-schedule appointments with ACAC (Academic and Career Advising Center) and the TLC (Tutoring-Learning Center). An average of 12,000 student appointments are created in Navigate each semester! The Navigate Leadership Team in University College encourages faculty members to create a consistent experience for students, using Navigate as a scheduling tool. Moreover, faculty members are encouraged to use the Navigate alert system as a streamlined way to connect students with resources such as the TLC, financial aid, or advising.**

On the back of this sheet, you will find a list of Navigate features along with the benefits of using each feature. Each feature is categorized as “basic” or “better”. The Navigate Leadership Team requests that all faculty use the “basic” features and strongly encourages faculty to implement those “better” features that are relevant to their interactions with students. All new faculty members will receive an overview of Navigate during their orientation.

## NAVIGATE SUCCESS STORIES

"I have had a much easier time scheduling advising meetings with my advisees ever since I started using Navigate. It is a lot easier to keep track of who scheduled it, who has been advised, and who has not. Also, I have been able to optimize my meetings and touch base on all necessary aspects with the students that might need extra help with other activities besides just choosing classes."

*– Ricardo Boeing, School of Business and Economics*







"Navigate is such a repository of information and tools that it is now my go-to place for advising and supporting students. When advising a student, I always turn to their 'History' record in Navigate to learn about their past advising and alert information, which really helps me 'inherit' the student record and maintains a nice continuity of advising between different advisors; at the same time, I myself have developed a habit of adding to the student's "History" by regular entry of my own "Appointment Summary", which can be used in future advising, either by myself or by a different advisor. I have also been very impressed by the fast response time when I "Issue an Alert" on at-risk students, and it would always give me a sense of relief when I know a struggling student has received the due attention by someone. ... Finally, I really love the "Appointment Campaigns" feature that enables me to book advising appointments with a large number of students in an efficient way."

*– David Chunyu, Department of Sociology*

"I was initially hesitant to use Navigate because it felt like “one more thing.” Worse, it felt like “one more thing” that would take my time and attention away from the thing that really matters: supporting the students in my study skills classes or academic coaching caseload. My concerns vanished as soon as I had a chance to explore and use the “Report on Appointment” and “Record Class Attendance” features of Navigate. Both features provide robust insight into the past and current supports, successes, and challenges experienced by individual students. These insights are invaluable in planning for and responding to class assignments and academic coaching sessions. Navigate quickly became a key component of my work. Instead of taking my time and attention away from student support, the use of Navigate enhanced my ability to support students, enabling me to provide relevant, individualized support more quickly and efficiently than I could before I incorporated Navigate into my work."

*– Lori Randall, Wausau Tutoring-Learning Center*

# NAVIGATE FEATURES

NAVIGATE FEATURE	BENEFIT OF FEATURE	BASIC (REQUIRED)	BETTER (RECOMMENDED)
<b>Set Up MS Outlook Calendar Sync</b> <a href="#">View How-To</a>	Allows for easy student-driven scheduling without double booking by ensuring that students cannot schedule an appointment with you when you are busy.		
<b>Set Your Availability</b> <a href="#">View How-To</a>	Allows faculty to pre-set their availability so that students can easily see and select an available appointment slot.		
<b>Report on Appointment / Create an Appointment Summary</b> <a href="#">View How-To</a>	Allows faculty to keep a record of their meetings with students, summarizing issues discussed, goals set or accomplished, etc. When stored as appointment reports in Navigate, these records are also available for review by the student and by other faculty or staff members who support the student's success, such as advisors, tutors, or academic coaches.		
<b>Issue An Alert</b> <a href="#">View How-To</a>	Allows faculty to refer students to one or more of the following supports: Advising, the Disability Resource Center (DRC), Diversity and College Access (DCA), the Tutoring-Learning Center (TLC), or Financial Aid.		
<b>Record My Class Attendance</b> (used to record attendance quickly and easily in the courses you teach)	Allows faculty and others who support student success, such as advisors and academic coaches, to see class-attendance patterns for those students with whom they work.		
<b>Create An Appointment Campaign</b> <a href="#">View How-To</a>	Allows faculty advisors to use a single, automated message inviting all advisees to schedule an advising appointment within a specified timeframe. Additionally, the appointment campaign simplifies the appointment scheduling process for students.		

# HELP IS AVAILABLE

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at [Navigate@uwsp.edu](mailto:Navigate@uwsp.edu) . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!