

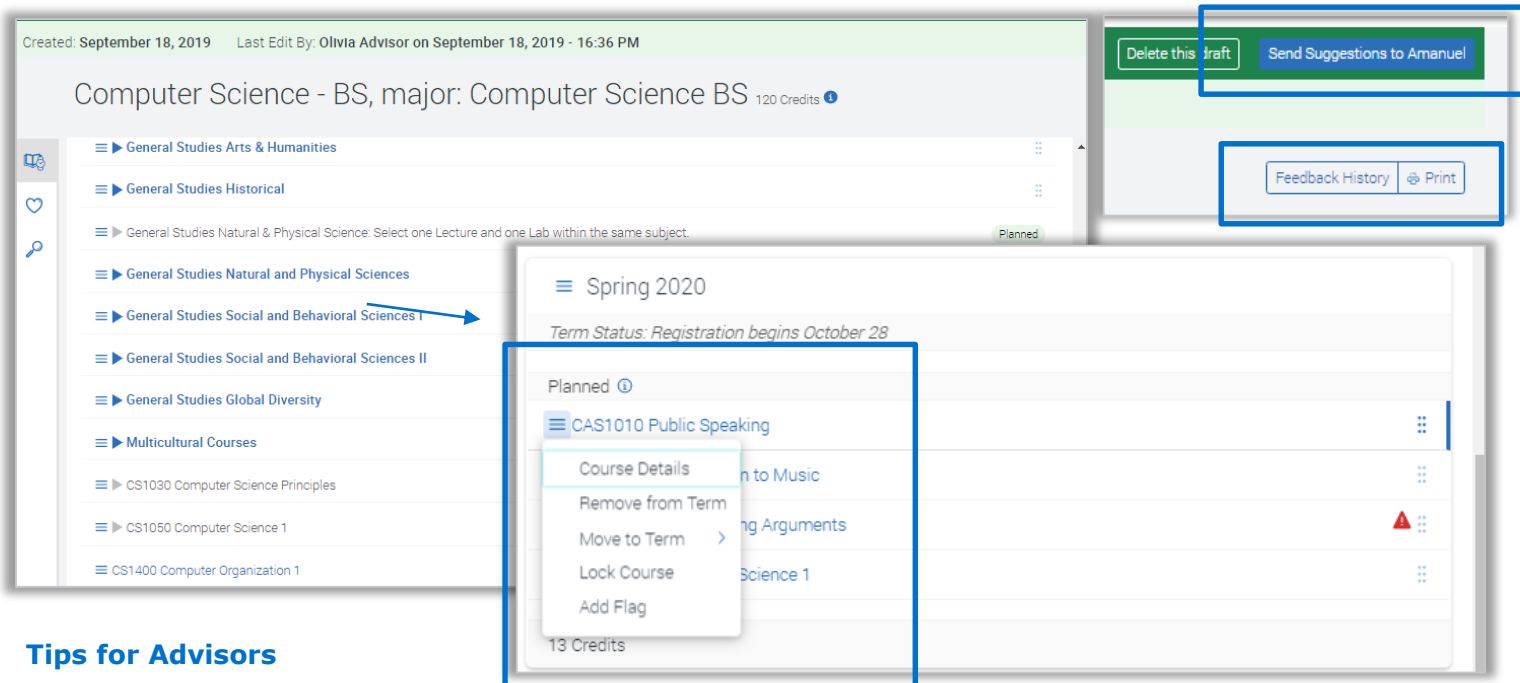
Getting Started: Advisor Guide to Academic Planning

An integrated component of Navigate, Navigate Student includes a mobile application that helps students navigate key decisions and a new desktop degree planning tool, Academic Planning, to help them plan and schedule their courses, supporting timely degree completion.

To get started login to Navigate with your university credentials: <http://sgsc.campus.eab.com/>

Use the Academic Plan tab to review and make suggestions on a student's academic plan

1. Go to the Student Profile and click on the "Academic Plan" tab
2. Click the "Add Comments or Suggestions" button in the upper right-hand corner
3. Use the "+ Add Term" button to add terms to the student's academic plan and use the degree template on the left-hand side to plan courses to terms
4. You can move courses, add a flag to leave a comment on a course, and lock courses using the hamburger menu to the left of the course name
5. When you have made all desired changes, use the "Send Suggestions" button in the upper right to send your feedback to the student.
6. **Reminder:** Students need to accept or decline your suggestions. Remind your students about this important step and encourage them to allow notifications from Navigate Students so they do not miss your feedback



The screenshot displays the Academic Planning tool interface. At the top, it shows the student's profile and the degree plan: "Computer Science - BS, major: Computer Science BS 120 Credits". The left sidebar contains a navigation menu with categories like "General Studies Arts & Humanities", "General Studies Historical", "General Studies Natural & Physical Science", "General Studies Natural and Physical Sciences", "General Studies Social and Behavioral Sciences I", "General Studies Social and Behavioral Sciences II", "General Studies Global Diversity", "Multicultural Courses", "CS1030 Computer Science Principles", "CS1050 Computer Science 1", and "CS1400 Computer Organization 1". The main content area shows a list of courses for the "Spring 2020" term, with "CAS1010 Public Speaking" highlighted. A context menu is open over this course, listing actions: "Course Details", "Remove from Term", "Move to Term", "Lock Course", and "Add Flag". The right sidebar contains buttons for "Delete this draft", "Send Suggestions to Amanuel", "Feedback History", and "Print".

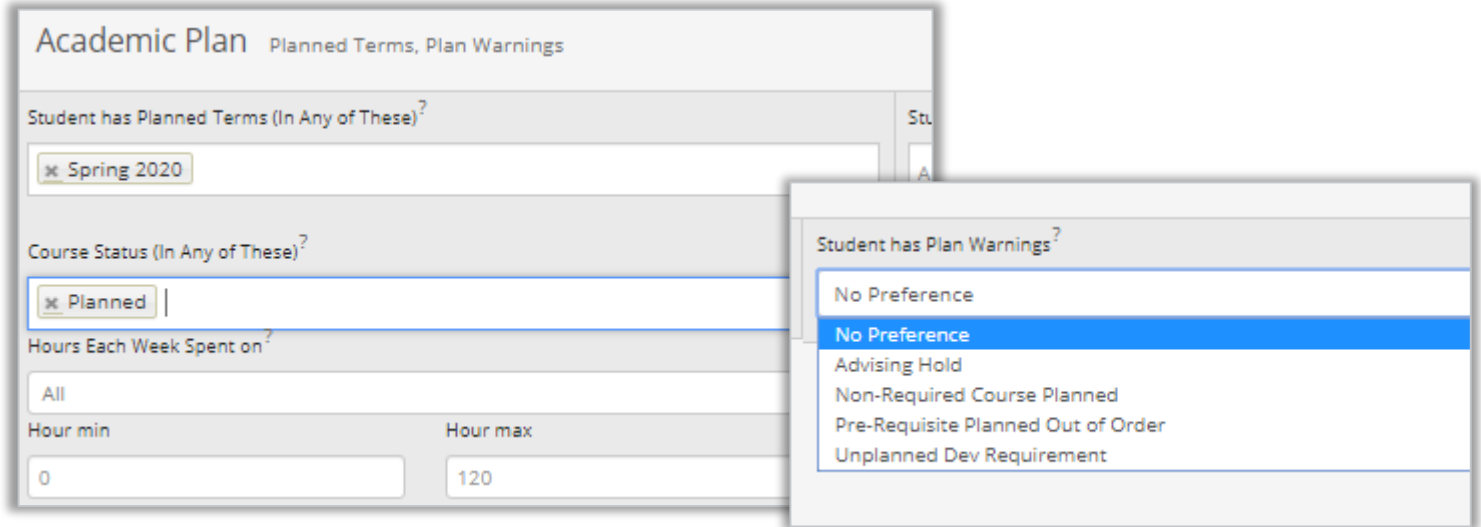
Tips for Advisors

- Use the "Search" tab on the left side of the screen to find and add a course that is not listed on a student's degree template.
- Click the "Feedback History" link in the upper left to see a record of recommendations made to this student and whether a student accepted or declined those recommendations.
- If a student does not need to complete a course on their degree template, use the hamburger menu to the left of the course name on the template to select "Mark as met" and leave a comment.

Searching for Students with Academic Plans

Use Advanced Search to find and outreach to your students for academic planning

With the new Academic Planning tool, you and your students can now collaborate on the course planning process in a digital workspace, leaving more time during in person meetings for other coaching. Use Navigate to prompt your students to plan courses and leverage Advanced Search to work with them on their academic plans.



The screenshot shows the 'Academic Plan' search interface with the following filters:

- Student has Planned Terms (In Any of These)?**: Spring 2020
- Course Status (In Any of These)?**: Planned
- Hours Each Week Spent on?**: All
- Hour min**: 0
- Hour max**: 120
- Student has Plan Warnings?**:
 - No Preference
 - No Preference (highlighted)
 - Advising Hold
 - Non-Required Course Planned
 - Pre-Requisite Planned Out of Order
 - Unplanned Dev Requirement

How to Search:

- To find students with planned courses: Find the Student has Planned Terms bucket and select a future term
 - Under Course Status, select "Planned." This will indicate that student has created an academic plan in Navigate. Note: "Scheduled" indicates that student has selected a section time in Navigate, but is not yet registered. Other statuses come from SIS data
 - Tip:** Use the "Student has Not Planned Terms" field to find and nudge students who need a reminder to get started on creating a plan for next term
- Other search fields:
 - Hours Each Week Spent on: Students can input information about their commitments outside of class (it is not required), but if they do complete this step, it is searchable here
 - Student has Plan Warnings:
 - Advising Hold – Not applicable because holds are not being manually managed in Navigate
 - Non-required Course Planned – If a student has planned a course that is not on their program template
 - Prerequisite Planned Out of Order – If a student has planned a course with a prerequisite out of order
 - Unplanned Dev Requirement – Not applicable because not using developmental courses feature in Navigate

Suggestions for using Navigate features with Academic Planning:

- Create a saved search each term for your students who have not planned courses for next term
- Use Navigate to message students or send them an appointment campaign, include instructions for using AP to plan courses



Searching for Students with Academic Plans

Popular Academic Planning Advanced Search queries:

- **Find all students WITHOUT an academic plan for the upcoming term**
- *Use Case:* Message or send an appointment campaign to students who need to complete academic plans for next term
 - Under "Academic Plan" enter the upcoming term in the "Student has Not Planned Terms (In any of these)"
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have not responded to your feedback
- **Find all students WITH an academic plan for an upcoming term**
- *Use Case:* Find students who have planned courses and provide feedback to individual students
 - Under "Academic Plan" enter the upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have responded to your feedback
- **Find students who did not register for 1 or more planned courses**
- *Use Case:* Identify students who, due to course availability or student inaction, did not register for a course on their academic plan
 - Under "Academic Plan" enter the current or upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Under "Enrollment History" enter the current or upcoming term in the "Enrollment Terms" field (use this to add students who did enroll in some courses)
 - Check off "My Students Only" (if applicable)