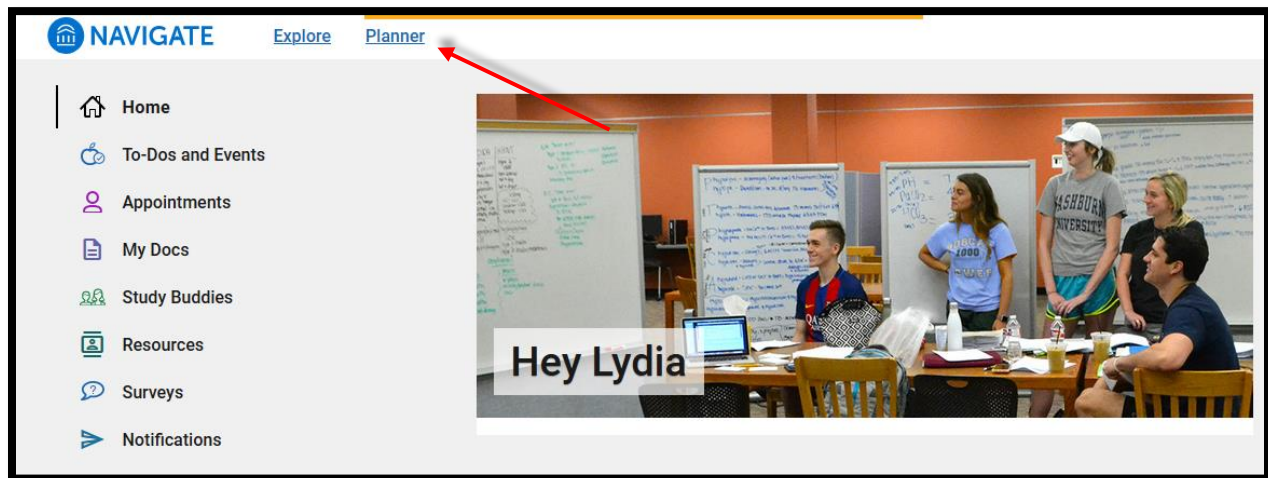# Navigate: How to Use the Planner

1. Log-in to the desktop version of Navigate: washburn.navigate.eab.com. Then select the **Planner** option from the top left. (Please Note: Chrome and Firefox browsers should be used.)

2. You should now see **My Planner**. Your current academic program is listed on the top left next to **My Goals**, if this information is incorrect, please consult your advisor to find the best fit for you.
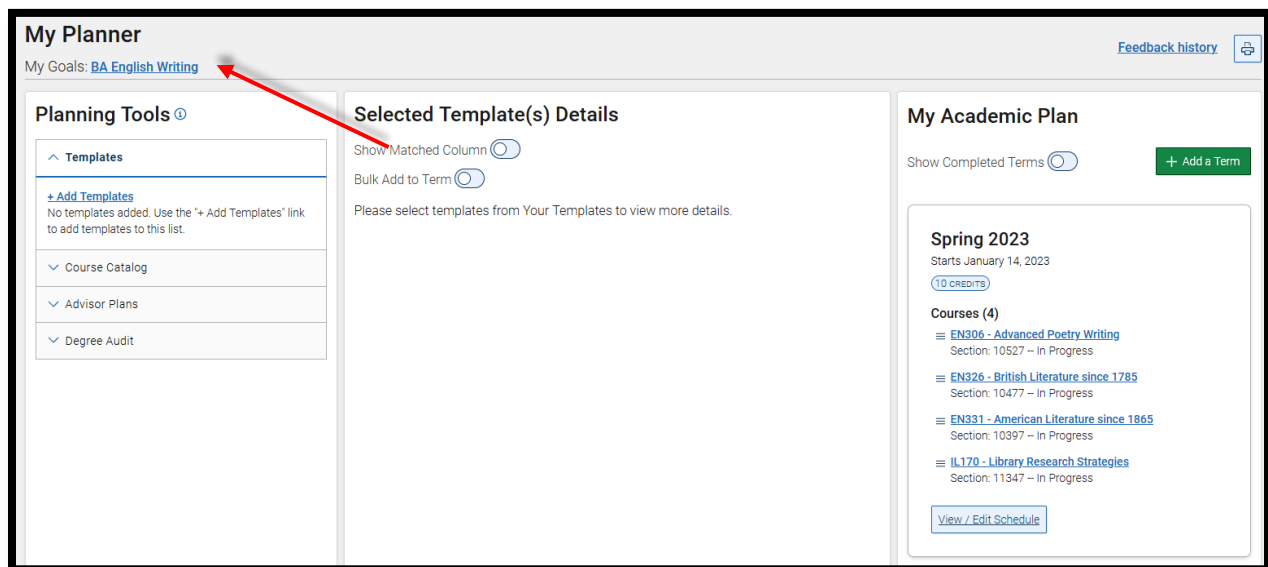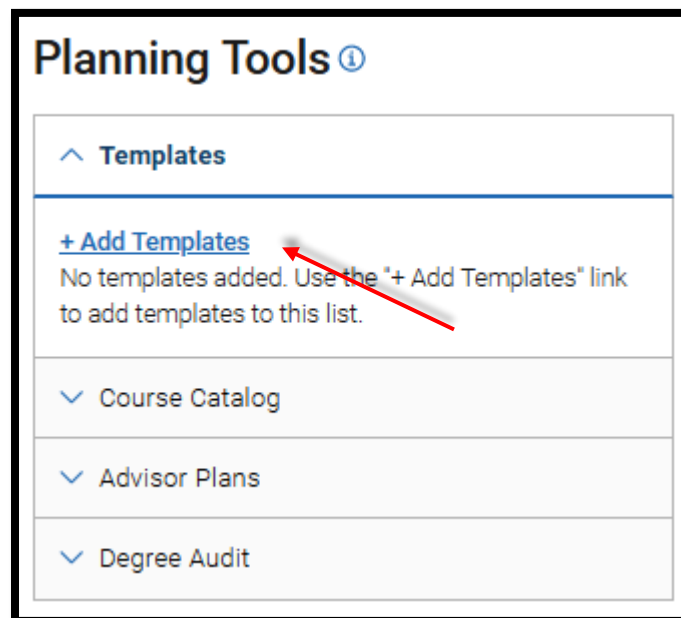
3. The **Planner** is a collaborative workspace that allows you and your advisor(s) to work together to develop the best pathway to help you cross the graduation finish line. To past comments or feedback your advisor has left on your plan, click the **Feedback history** button on the top right.

Feedback history

4. On the left side of the page, you will have the option to see **Advisor Plans** which will display any plans ever sent to you by any advisor, past or present. You will also have the option to review your **Degree Audit**, it is always a good idea to review your degree audit before you start planning out future semesters.

⌄ Advisor Plans

⌄ Degree Audit

5. To add a template of courses to your **Planner**, select the **+ Add Templates** link found under the **Planning Tools**. Templates are lists of courses for your degree, major, or any minors and certificate programs you are pursuing.

Planning Tools ⓘ

∧ **Templates**

+ Add Templates
No templates added. Use the "+ Add Templates" link to add templates to this list.

⌄ Course Catalog

⌄ Advisor Plans

⌄ Degree Audit

6. If you are declared into a major, you will have **Recommended** templates appear at the top of the list. These are indicated with a green star. You can also use the provided search bar to manually look up any template. You must select a minimum of two templates, one Degree template (ex. Bachelor of Arts: University Core & General Education, Associate of Science: University Core & General Education, etc.), and one Major template (ex. Biology: BS, Marketing: BBA, etc.). To add each template, click the **+ Add to My Templates** button on the right-hand side of the template. Once you have selected your desired templates, click the **Back to Planning** link in the top left corner.

<Back to Planning

Add Additional Templates

Select templates from the All Templates list to add to "Your Templates". You can add or remove any template from "Your Templates". Templates recommended to you will be indicated with a star icon.

Template Search (by keyword)

TEMPLATE	CATALOG YEAR	RECOMMENDED	ACTIONS
Bachelor of Arts: University Core & General Education	2022 - 2022	★	+ Add to My Templates
Creative Writing: BA	2020 - 2022	★	+ Add to My Templates
Accounting: BBA	2018 - 2022	☆	+ Add to My Templates
Actuarial Science: BA	2018 - 2022	☆	+ Add to My Templates

7. In the left-hand panel you will now see the templates you have selected. At any time, you may delete these templates and find new ones. Please consult your advisor if you are considering changing your major.

Planning Tools ⓘ

∧ **Templates**

+ Add Templates

☑ Bachelor of Arts: University Core & Gener... ★ 🗑

☑ Creative Writing: BA ★ 🗑

∨ Course Catalog

∨ Advisor Plans

∨ Degree Audit

8. The center panel of your screen should now display the list of courses that make up each template you have selected.
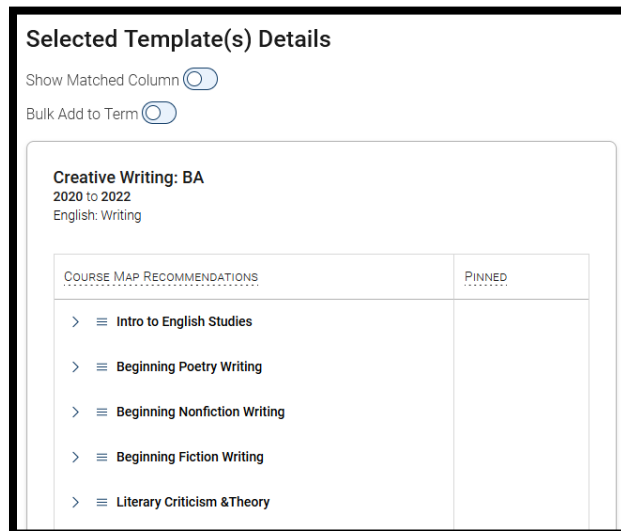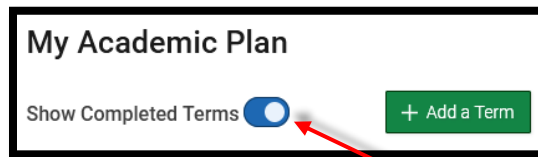

9. If you are currently enrolled, the right-hand panel will display the courses you are currently taking.
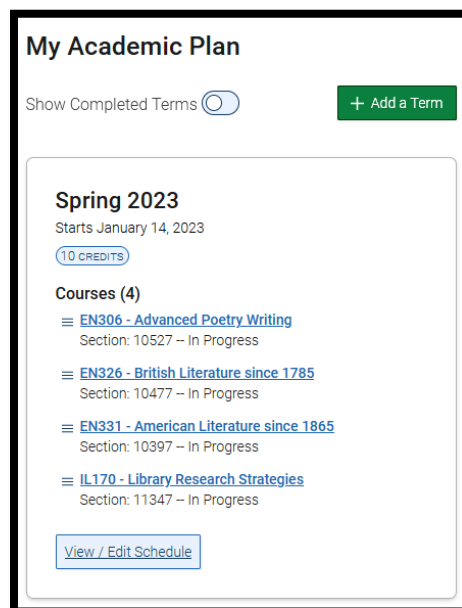
10. To add a new term to your plan, select the **+ Add a Term** button, then select the appropriate term. Repeat this process for as many terms as you would like to add.
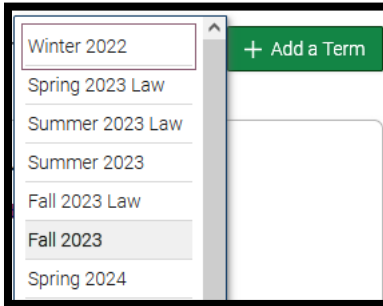

11. To view any previous completed terms, click the **Show Completed Terms** toggle.


12. To see if any of the courses you have previously completed match up with any of the required courses on your **Selected Templates**, click the **Show Matched Column** toggle at the top of the center panel. If there are matches these will be noted with additional details in the **MATCHED** column.
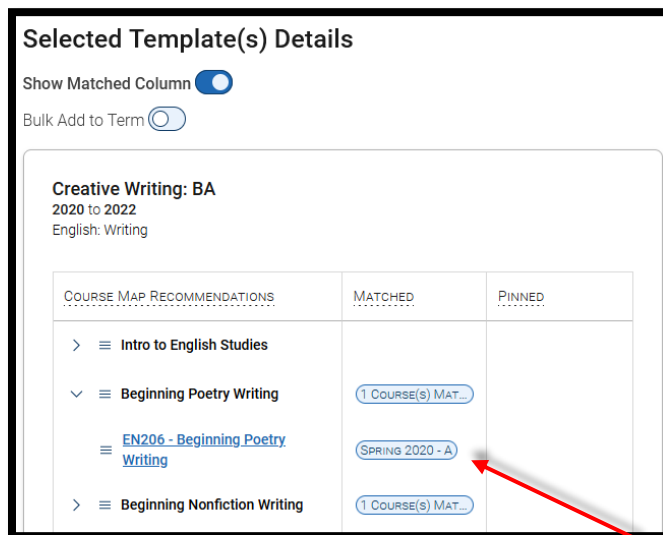
13. By clicking the menu button next to a course, you will be provided with two options.
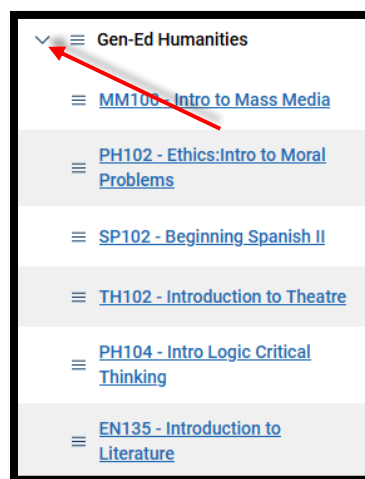
> ≡ English Grammar/Linguistics
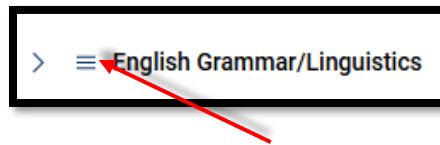
14. The **Mark as Met** option allows to display a course on your template as being completed. This feature should only be used after consulting your advisor.

> ≡ | Mark as Met |
> ≡ | Add Placeholder to Term |
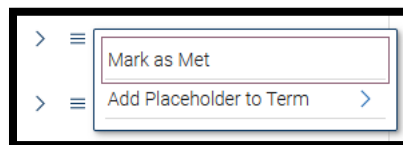
15. By selecting the **Add Placeholder to Term** option you will be able to select the specific term you would like to take that course in, and it will be added to that term.

> ≡ | Mark as Met | | Spring 2023 |
> ≡ | Add Placeholder to Term | > | Fall 2023 |
> | | | Spring 2024 |
> ≡ Publishing Lab
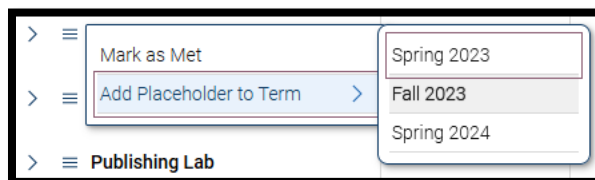
16. To add a course from a grouping of courses (ex. Gen-Ed Humanities where multiple courses satisfy the same requirement), click the side arrow next to the course grouping to expand the list, then select the menu next to that course and repeat the same process noted in **Step 15**.

∨ ≡ Gen-Ed Humanities

≡ MM100 - Intro to Mass Media

≡ PH102 - Ethics:Intro to Moral Problems

≡ SP102 - Beginning Spanish II

≡ TH102 - Introduction to Theatre

≡ PH104 - Intro Logic Critical Thinking

≡ EN135 - Introduction to Literature

17. To add multiple courses at once to a single semester, click the **Bulk Add to Term** toggle at the top of the center panel, click the checkboxes next to the courses you wish to add, then click the **Add to Term** button and select the appropriate term.
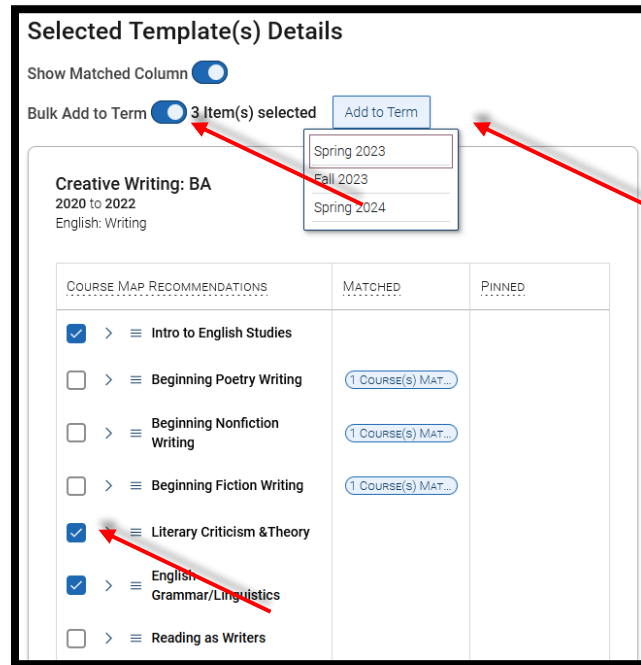

18. As courses are added to specific terms, they will display in the **PINNED** column.
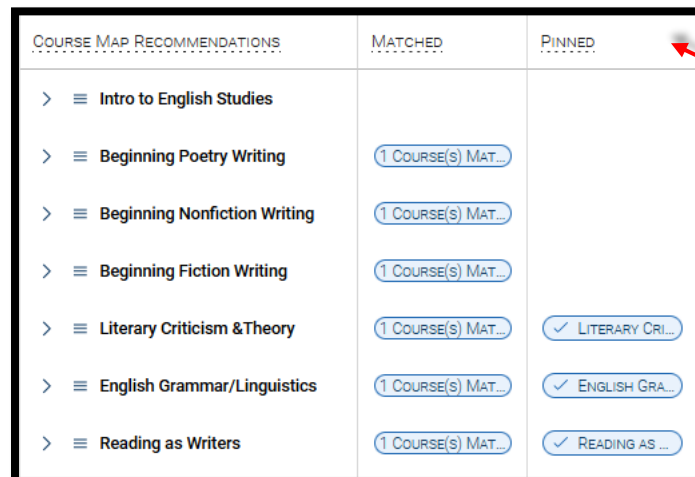
19. Some template requirements are not specific courses. These requirements provide a description giving additional instructions and a link to **Search courses** for that requirement. Please consult your advisor to make sure you are selecting appropriate courses for these requirements.
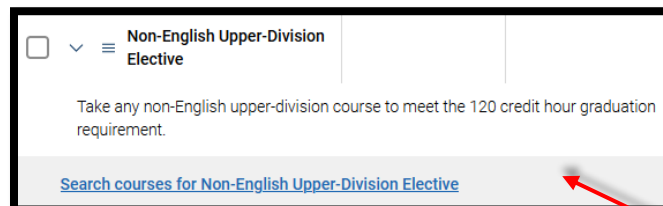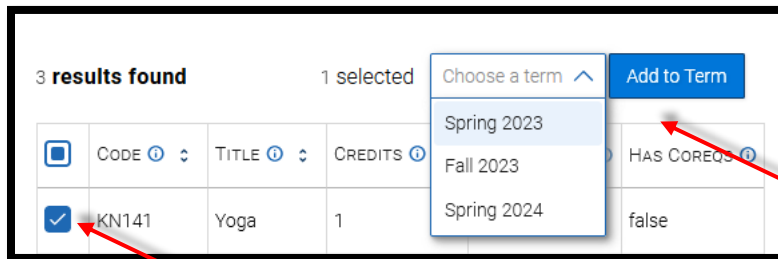

20. If you need to search for courses that are not on your selected templates, you can also utilize the **Course Catalog** under the **Planning Tools** section to **Search for Courses**.
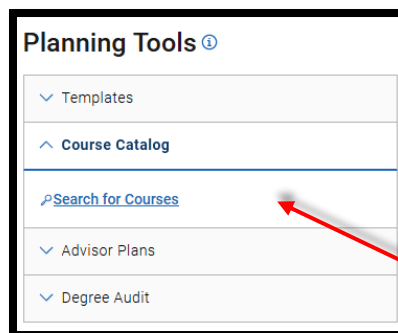
21. Use the provided search filters to look up the course you need.
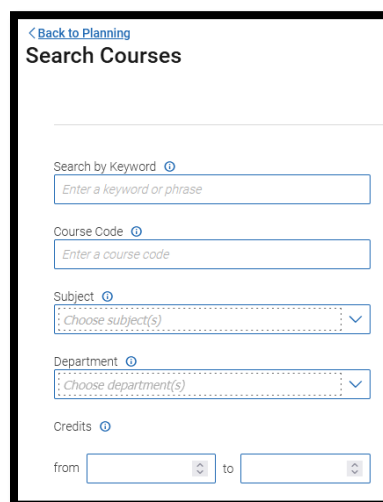
22. Then click the checkbox next to the correct course, **Choose a term**, then click the **Add to Term** button.

	3 results found		1 selected	Choose a term ⋀	Add to Term
				Spring 2023	
■	CODE ⓘ ⬍	TITLE ⓘ ⬍	CREDITS ⓘ	Fall 2023	HAS COREQS ⓘ
✓	KN141	Yoga	1	Spring 2024	false

23. By clicking on the name of any courses in the **Planner** you will be able to find out more information for that course, including a description and any pre/co-requisites the course may have.

≡ PY100 - Basic Concepts in Psychology

PY100 - Basic Concepts in Psychology

3 credits

Description:
An introduction to fundamental areas of Psychology including an overview of the concepts and methods of such areas as perception, learning, motivation, memory, development, personality, abnormal and social.

24. Once you have added all of your courses to a term, you can now go in and select class times by clicking the **View/Edit Schedule** button.

**Fall 2023**
Starts August 19, 2023
(13 CREDITS)

Courses (5)

≡ EN301 - Literary Criticism &Theory
No Scheduled Sections

≡ EN310 - English Grammar/Linguistics
No Scheduled Sections

≡ EN315 - Reading as Writers
No Scheduled Sections

≡ KN141 - Yoga
No Scheduled Sections

≡ PY100 - Basic Concepts in Psychology
No Scheduled Sections

View / Edit Schedule 🗑 Remove Term

25. You are now ready to start picking out class times and setting you preferences.
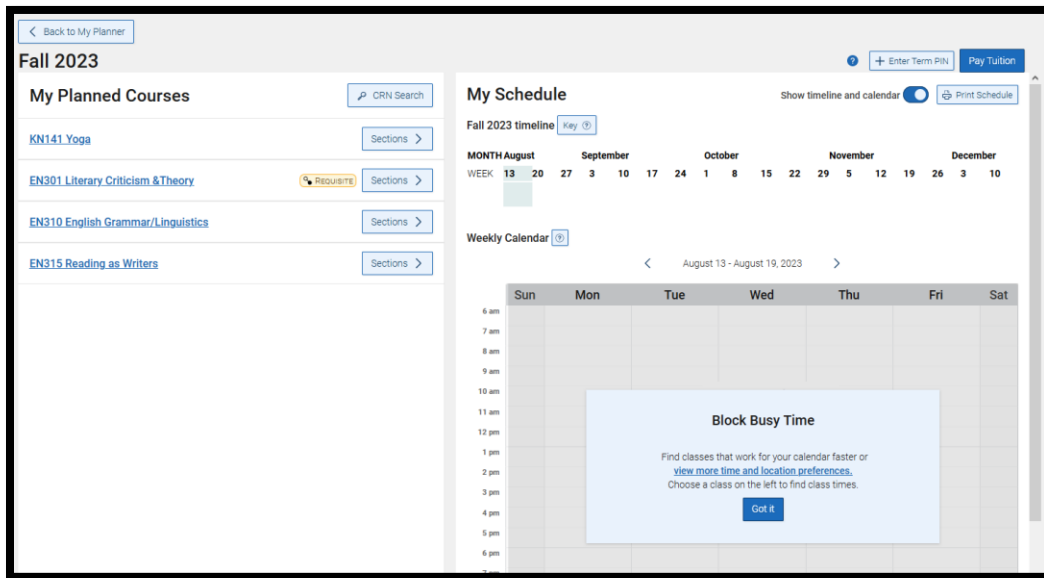

26. To block out any busy times you have during the week, such as work hours or family obligations, select the **view more time and location preferences** on the calendar.
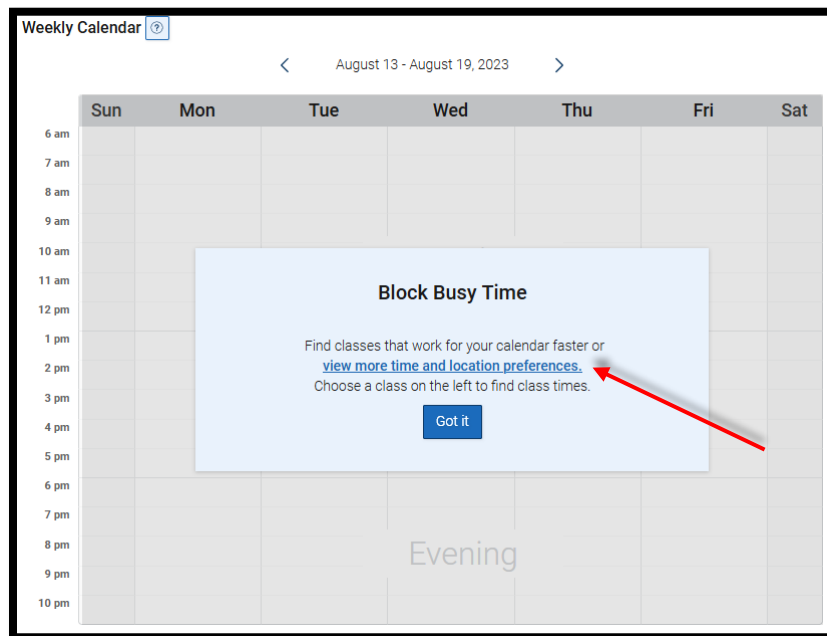
27. Go through the list of **Preferences** to set where you would like to attend class, block out your busy times, and set your **Weekly outside commitments**, then click **Update Preferences**.
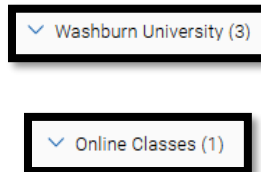

28. Any busy times you added to your schedule will now be displayed on your calendar.
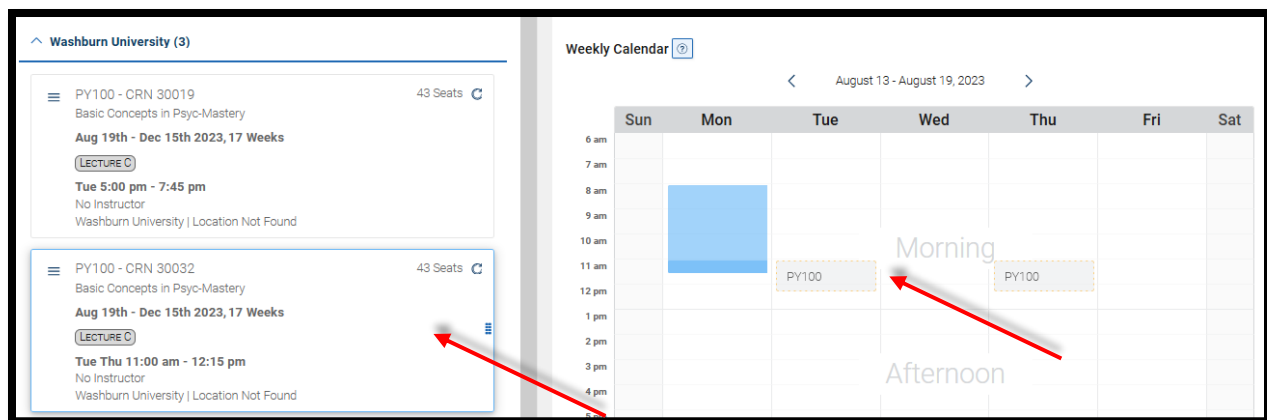
*Last Updated 01.27.23
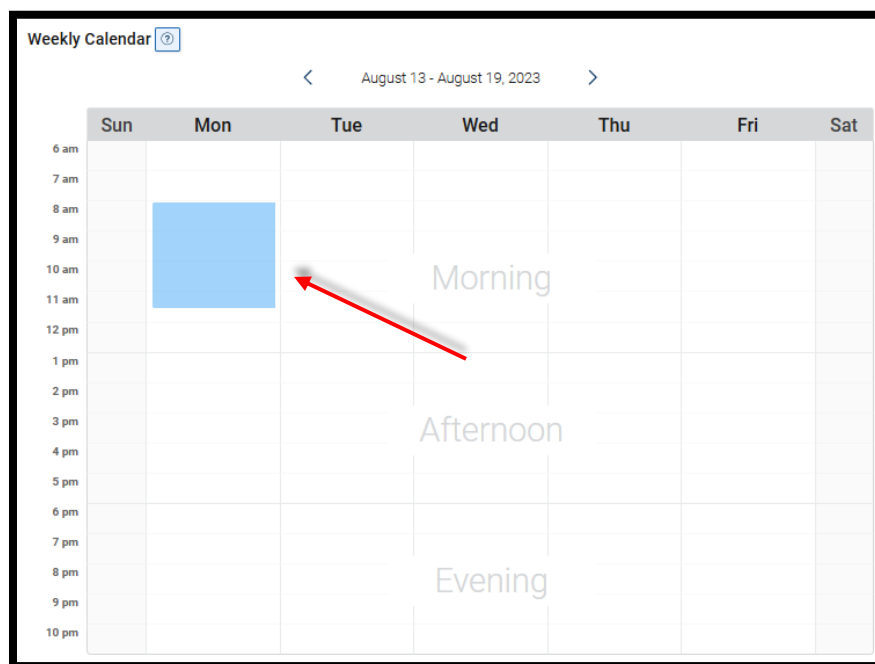
29. Now you can begin to select your class times from your list of courses on the left-hand side, by clicking the **Sections** button.
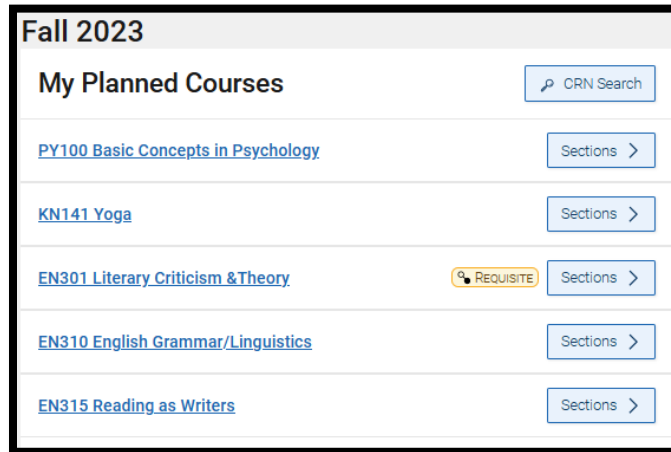

30. If a course has both lecture and online options, you will be provided with options to choose your preference.


31. As you hover over available class time options, you will see them display on your calendar.

32. If there are classes that conflict with items already added to your calendar you will see that noted on the **Conflicting** tab. Hovering over these options will give you more information about what that option is conflicting with on your calendar.
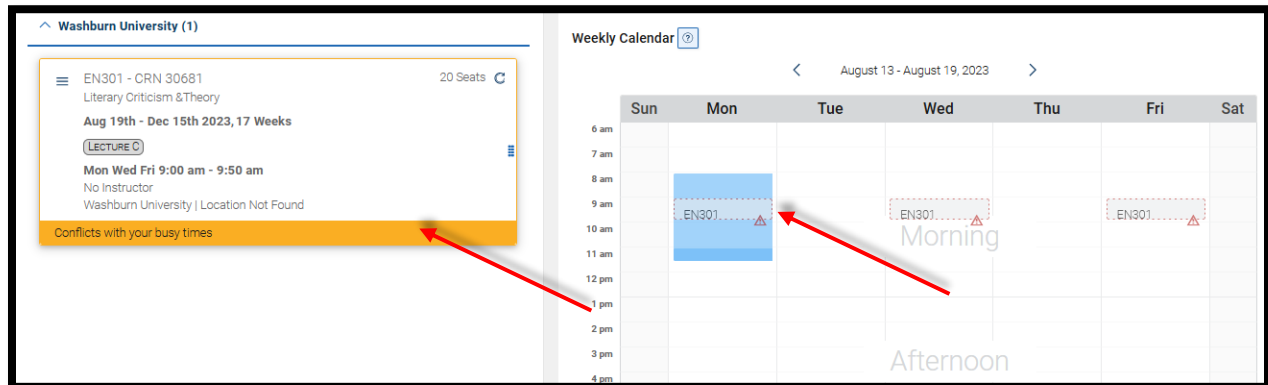

33. If there are any sections that are already full, they will be noted under the **Full** tab.
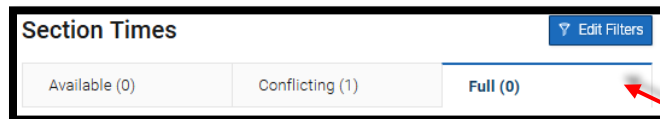
34. By clicking the menu next to a course option, you will be provided with two options.
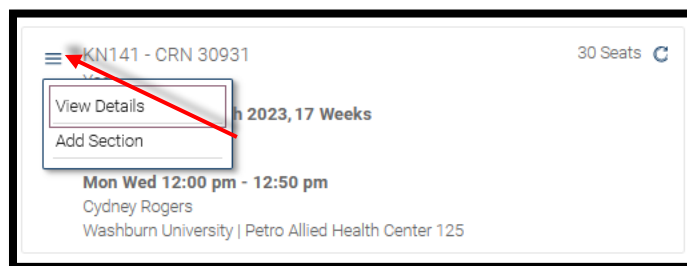
35. Selecting the **View Details** button will display additional course details on the right-hand side of the screen. From here you can click the **Add to Schedule** button to schedule this course option.
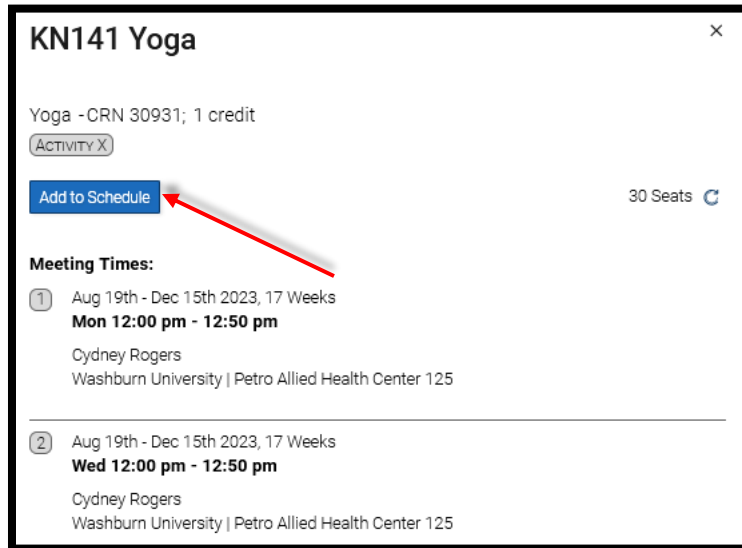
36. Selecting the **Add Section** option will add the course straight onto your calendar.
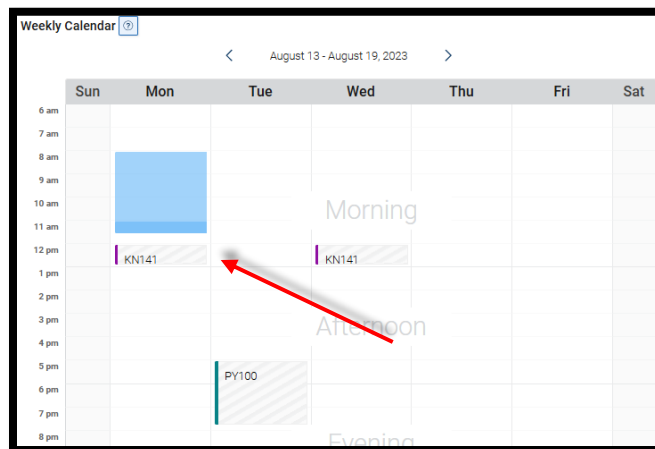
37. If you need to add another course to your schedule that you had not previously planned out, you can do so by clicking the **CRN Search** to look up a course by its CRN.

38. Type in the CRN to the provided search field, and then add the course to your schedule.

Quick Find CRN   ✕

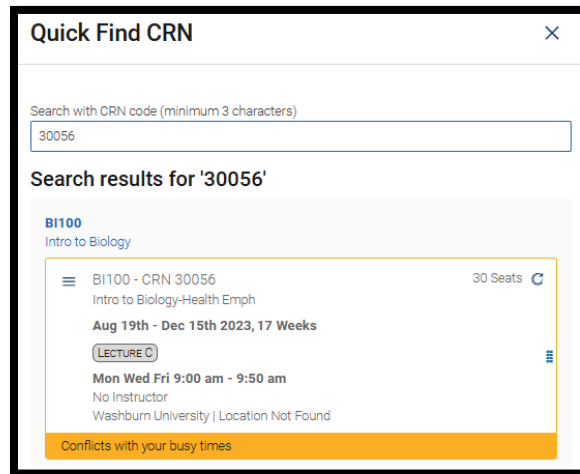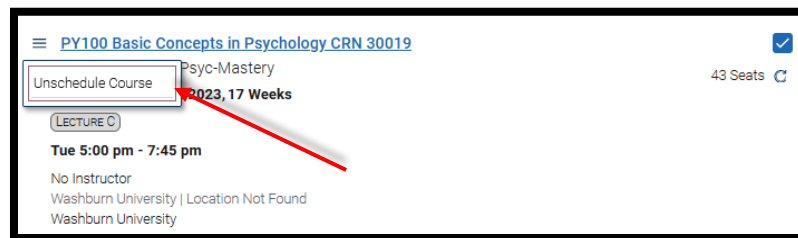Search with CRN code (minimum 3 characters)
30056

Search results for '30056'

BI100
Intro to Biology

☰ BI100 - CRN 30056   30 Seats ↻
    Intro to Biology-Health Emph
    Aug 19th - Dec 15th 2023, 17 Weeks
    (LECTURE C)   ☰
    Mon Wed Fri 9:00 am - 9:50 am
    No Instructor
    Washburn University | Location Not Found

Conflicts with your busy times

39. To unschedule a course and select a different time, scroll below the calendar, click the menu next to the course, then click **Unschedule Course**.

☰ **PY100 Basic Concepts in Psychology CRN 30019**   ☑
                    Psyc-Mastery   43 Seats ↻
Unschedule Course   2023, 17 Weeks
    (LECTURE C)
    Tue 5:00 pm - 7:45 pm
    No Instructor
    Washburn University | Location Not Found
    Washburn University

40. Once you have selected all of your class times, enter your PIN by clicking the **+ Enter Term PIN** button in the top right-hand corner.

+ Enter Term PIN   Pay Tuition
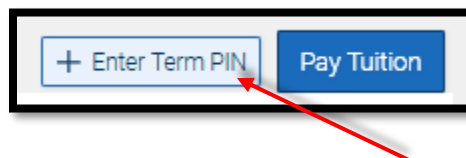
41. **Enter Term PIN** and click the **Save** button. Once you have added your PIN, it will be saved in this location for the entire semester.

Enter Term PIN

If you have a PIN for this term, enter it now. If you do not need a PIN, you may leave this blank.
Need a PIN?Contact your advisor

Enter Term PIN

123456

42. When it is time to enroll in the next term, come back into your **Planner**, click the **View/Edit Schedule** button on the appropriate semester, then click the **Pay Tuition** button to register for your classes (tuition is not due at the time of registration.