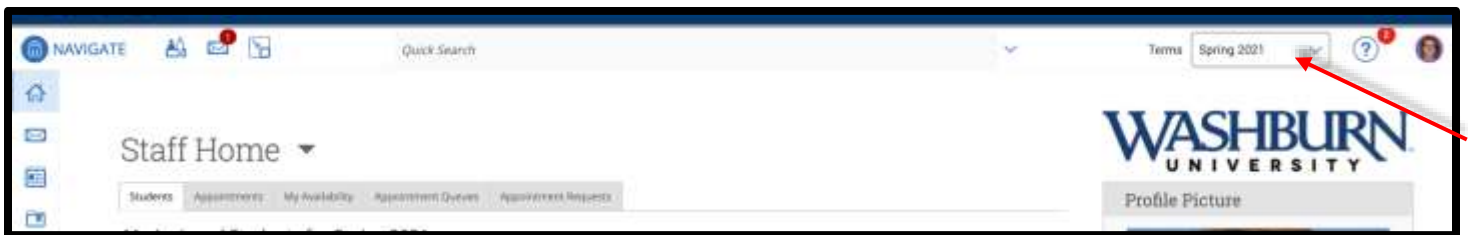


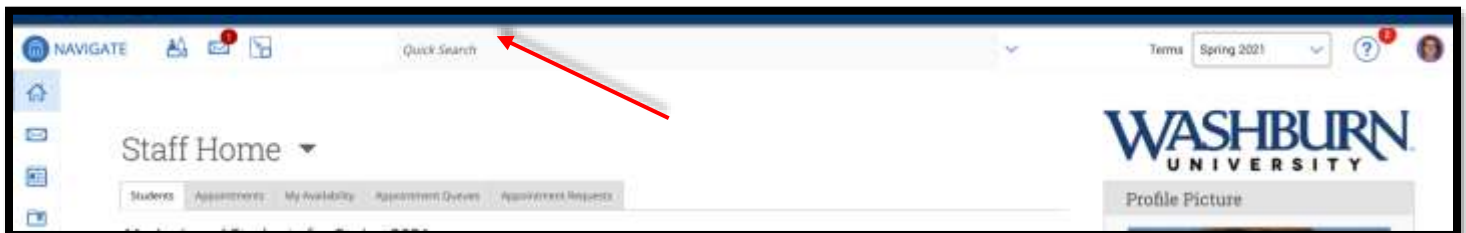
## Navigate: Academic Planner

Navigate's Academic Planner will help faculty and students put together a comprehensive plan to graduation. To receive access to the Academic Planning feature, please contact [Christina Foreman](#) to set up a training session.

1. Once you have logged in to Navigate, adjust your term, in the upper right-hand corner, to reflect the semester you are advising for.



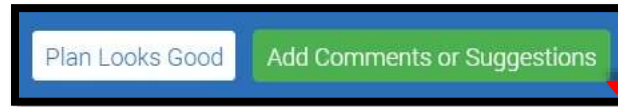
2. Use the **Quick Search** feature in the upper right-hand corner to find the student you need to advise.



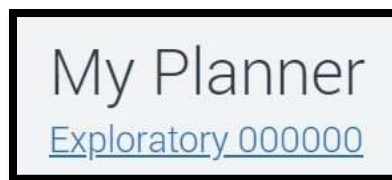
3. On the desired student's profile, click on the **Academic Plan** tab found underneath the student's name.



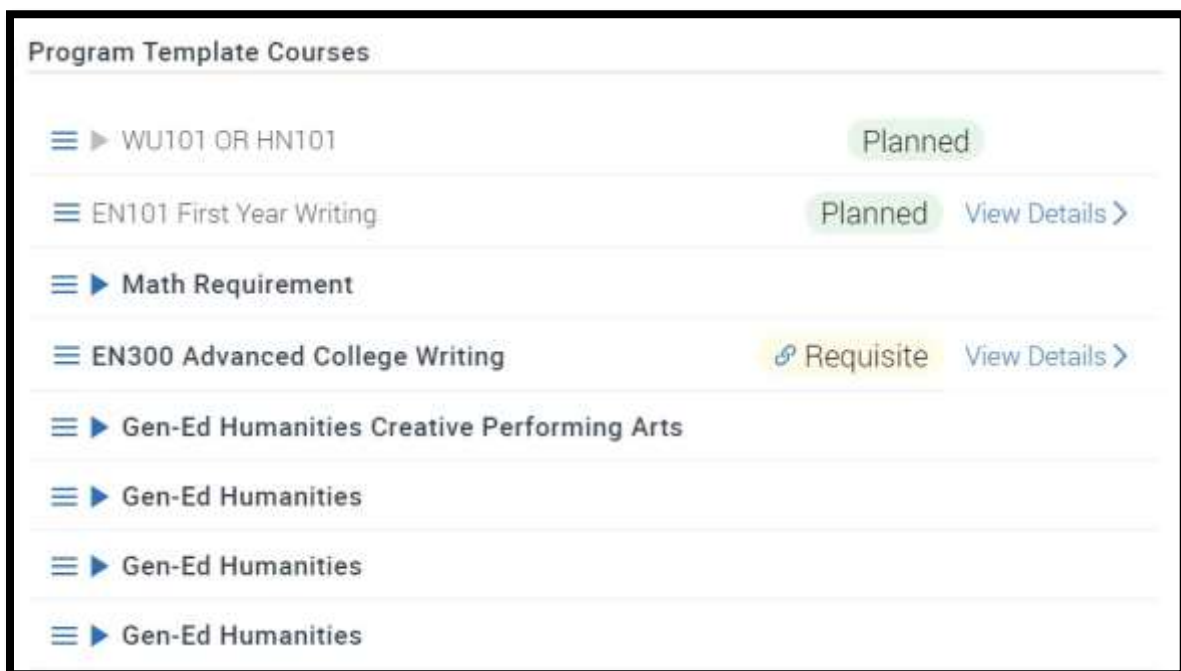
- To make edits or suggestions to the student’s academic plan, select the green **Add Comments and Suggestions** button found in the upper right-hand corner.



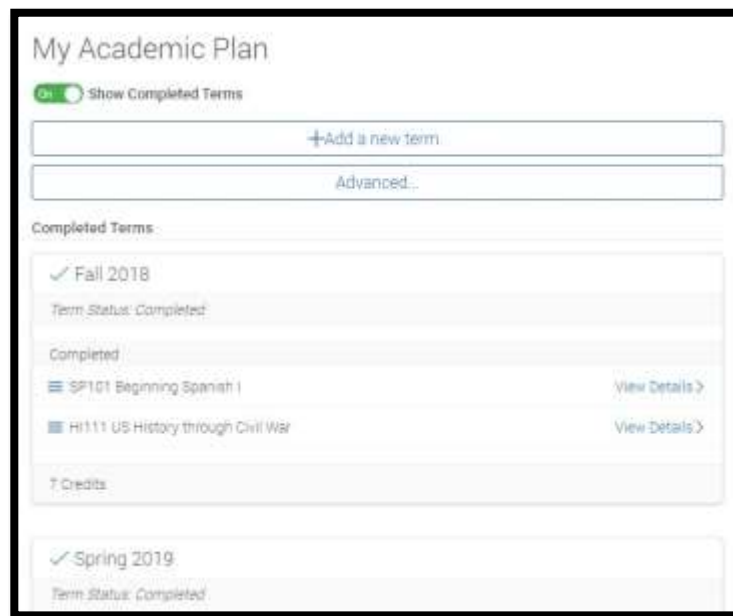
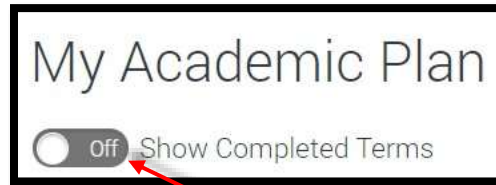
- The left-hand side of the screen, under **My Planner**, will indicate the student’s program.



- Under the student’s program information, in the Program Template, a degree plan for that program will load. \*Please note: If your student is a 2017-18 catalogue year or prior, and no degree plan populates, use the search feature to find and plan courses (see #11).



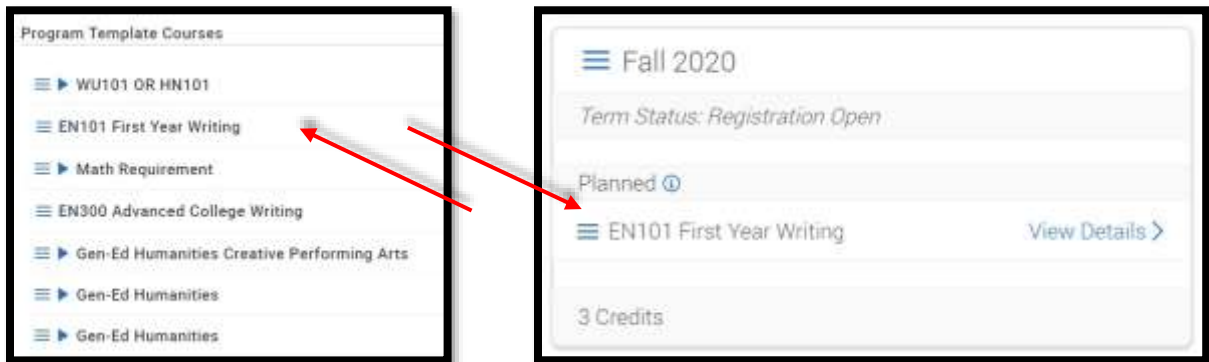
- To view the student's prior completed semesters, select the **Show Completed Terms** button on the top right-hand side.



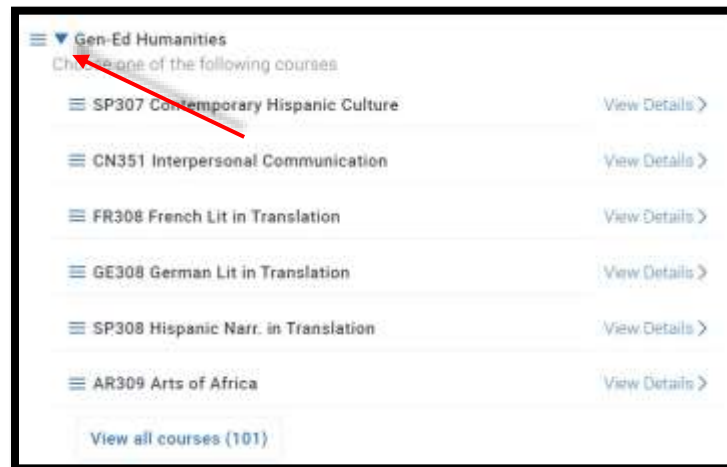
- To begin planning out courses into future semesters, first add the appropriate term to the right-hand side of the plan by clicking the **+Add a new term** button, found at the top of the right side of the plan, then select your desired term.



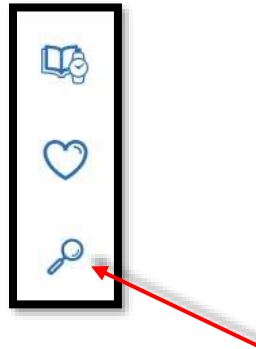
- Now you can begin to add courses to the semester. Simply click on the course you wish to add to a semester on the left-hand side, and drag and drop that course into the desired term on the right-hand side.



- To plan out a specific course found in a grouping of courses (courses in which the student has a range of options to choose from, Ex. **WU101 OR HN101**, or **Gen-Ed Humanities Creative Performing Arts**), click the side arrow next to the course group and select the desired course from the list of course options.



11. **Using the Search Feature:** If your desired course is not found among the pre-populated classes listed on the left-hand side, select the **Magnifying Glass** on the left side menu bar, then use the provided search bar to find your course (you may search by course code – **PY100**, course title – **Basic Concepts of Psychology**, or keyword/topic – **Psychology**).



Search

Search by title or course ID

Search for **PY100** in All

Search for **PY100** by Title

Search for **PY100** by Description

Search for **PY100** by Course Id

Search

Search by title or course ID

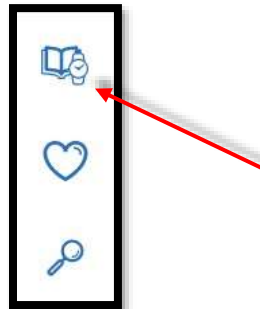
Search for **Basic Concepts of Psychology** in All

Search for **Basic Concepts of Psychology** by Title

Search for **Basic Concepts of Psychology** by Description

Search for **Basic Concepts of Psychology** by Course Id

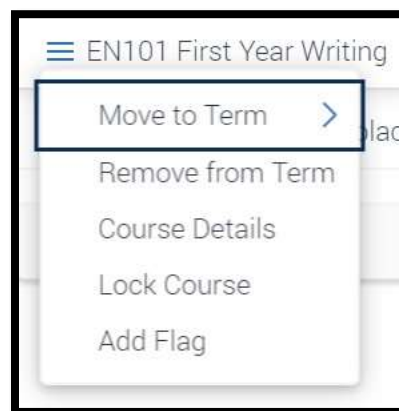
12. To return to the list of pre-populated program courses, click on the icon that looks like an **open book and wrist watch**.



13. Additional Academic Planning features:

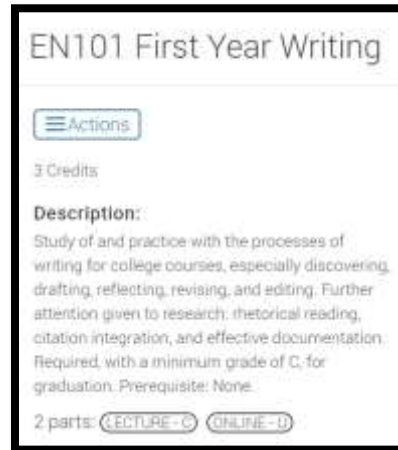


a. Once a class is planned (on the right-hand side of the planner): To the left of each course is a menu with a list of options:



- i. Selecting **Move to Term** allows you to move that course to a different term
- ii. Selecting **Remove from Term** will remove that course from the planned term

- iii. Selecting **Course Details** will display the course description and any potential pre-requisites/co-requisites



- iv. Selecting **Lock Course** will lock that particular course into the semester in which it is planned, signifying to the student that they need to take that course in that semester to remain on track for graduation (recommended use of this feature is for upper-level program specific courses required for graduation that are not offered every semester)



- v. Selecting **Flag Course** will allow you to add a comment to that course (recommended use for this feature is for courses that the student needs to know important information about)

14. Once you are finished making edits to your student's plan, select the **Send Suggestions** button in the upper right-hand corner.





15. After you have selected the **Send Suggestions** button, you will be provided a list of all of the changes you made and a text box to enter more information if you deem it necessary.

16. Once you have clicked the **Send** button, your comments and suggestions will be sent to the student's Navigate app and the student will receive a notification to review your comments and suggestions.
17. If you do not wish to send your comments and suggestions on to the student, you must click the **Delete this draft** button in the upper right-hand corner (if neither action is taken the plan will be locked, and no other advisor will be able to make edits or suggestions).

18. If you need to make additional changes to the student’s plan before they have had a chance to review your suggestions, click the **Revoke** button in the upper right-hand corner, followed by the **Make Additional Changes** button.

