

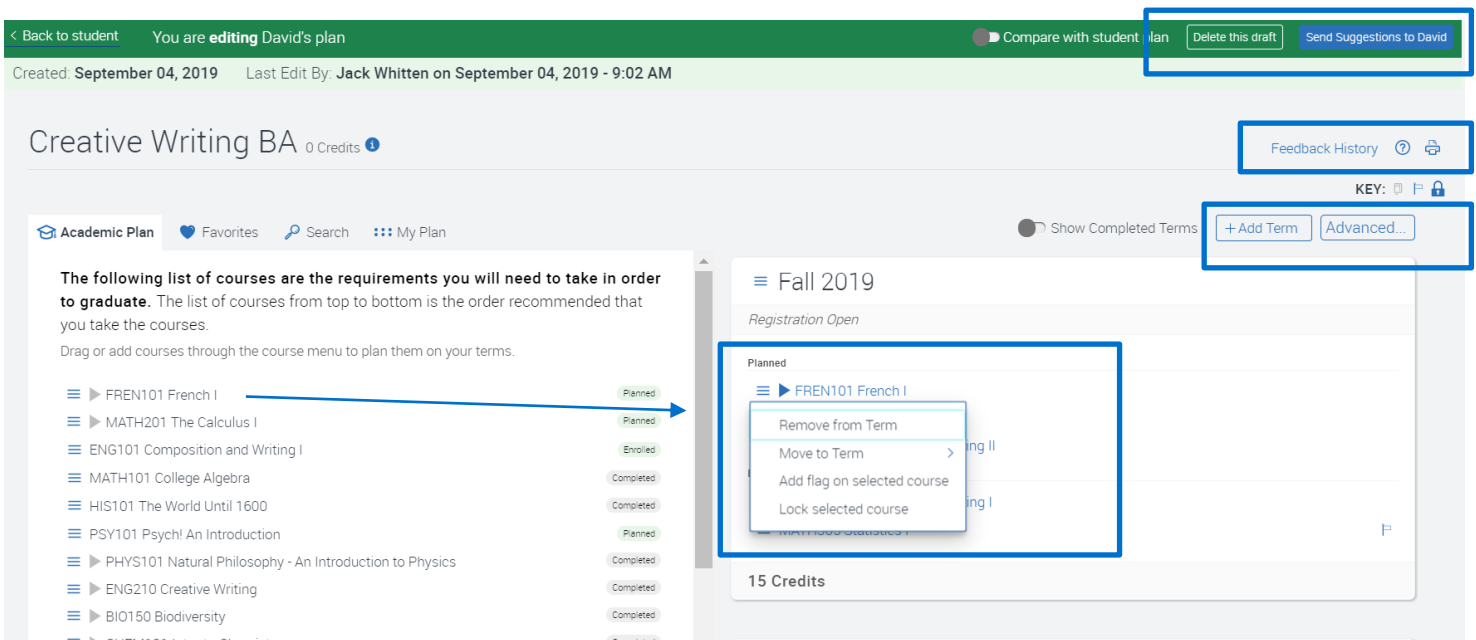
Getting Started: Advisor Guide to Academic Planning

To get started login to Navigate with your university credentials:

<http://marshall.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.



Back to student You are **editing** David's plan Compare with student Delete this draft Send Suggestions to David

Created: September 04, 2019 Last Edit By: Jack Whitten on September 04, 2019 - 9:02 AM

Creative Writing BA 0 Credits

Feedback History

KEY: P L

Academic Plan Favorites Search My Plan Show Completed Terms + Add Term Advanced...

The following list of courses are the requirements you will need to take in order to graduate. The list of courses from top to bottom is the order recommended that you take the courses.
 Drag or add courses through the course menu to plan them on your terms.

- FREN101 French I (Planned)
- MATH201 The Calculus I (Planned)
- ENG101 Composition and Writing I (Enrolled)
- MATH101 College Algebra (Completed)
- HIS101 The World Until 1600 (Completed)
- PSY101 Psych! An Introduction (Planned)
- PHYS101 Natural Philosophy - An Introduction to Physics (Completed)
- ENG210 Creative Writing (Completed)
- BIO150 Biodiversity (Completed)
- CHEM101 Intro to Chemistry (Completed)

Fall 2019
 Registration Open

Planned

- FREN101 French I (Planned)
 - Remove from Term
 - Move to Term
 - Add flag on selected course
 - Lock selected course

15 Credits

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.

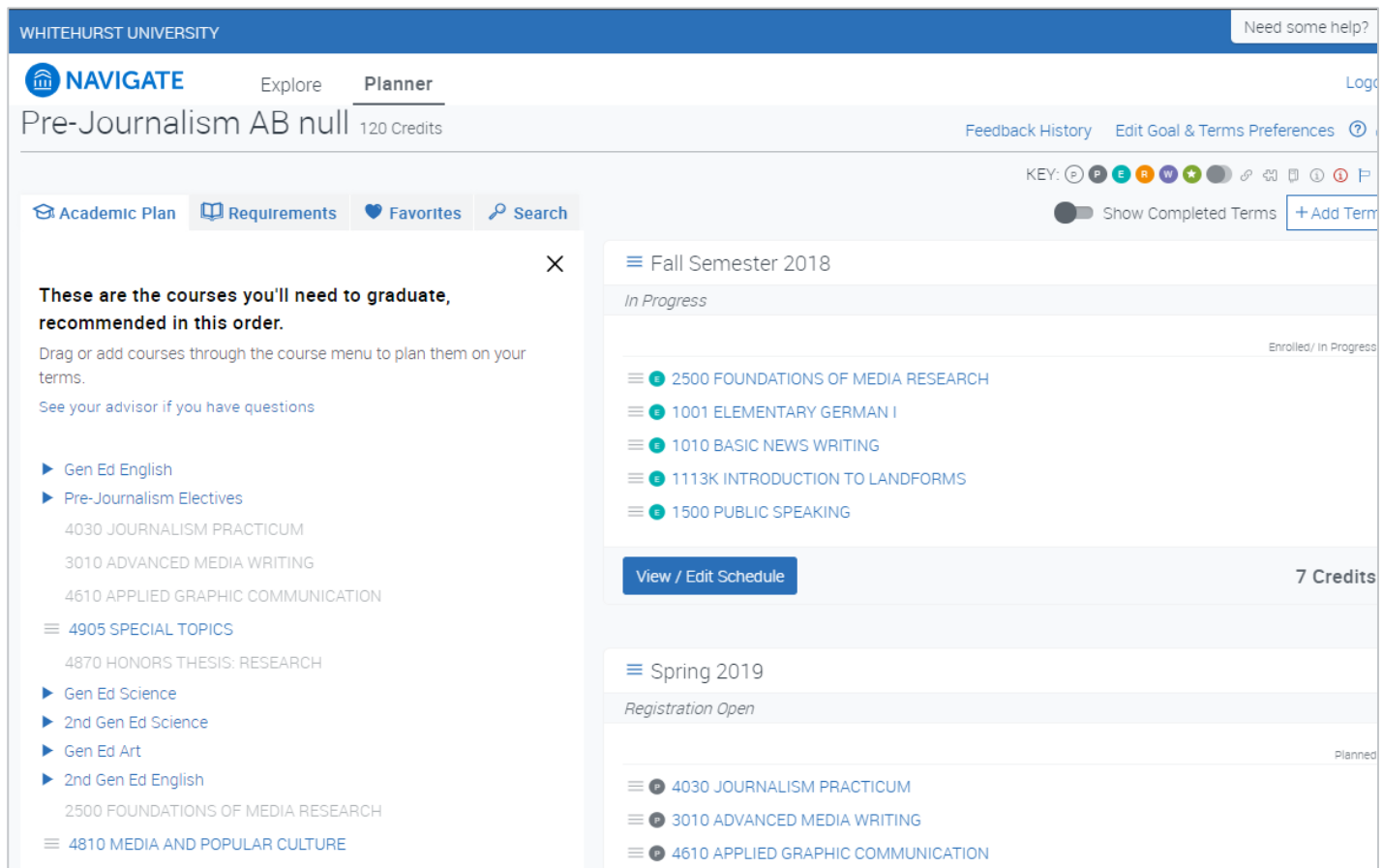
Navigate Student: Introducing Academic Planning

What Is Navigate Student?

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. Navigate Student frees up advisor capacity by empowering students with self-service tools, while connecting them to the right offices and staff for issues that require more intensive support.

Planning tool to help students complete their degrees

- Students access Academic Planning through the “Planner” tab of Navigate Student desktop site
- Provides students with sequential degree maps for their programs, saving advisor time on course selection
- Students can plan courses out over one or multiple terms
- Students can search for courses and view course information, including pre-requisites and co-requisites



WHITEHURST UNIVERSITY Need some help?

NAVIGATE Explore **Planner** Logout

Pre-Journalism AB null 120 Credits Feedback History Edit Goal & Terms Preferences ?

KEY: (P) (E) (R) (W) (S) (G) (C) (D) (P)

Academic Plan Requirements Favorites Search Show Completed Terms + Add Term

These are the courses you'll need to graduate, recommended in this order.

Drag or add courses through the course menu to plan them on your terms.
See your advisor if you have questions

- ▶ Gen Ed English
- ▶ Pre-Journalism Electives
 - 4030 JOURNALISM PRACTICUM
 - 3010 ADVANCED MEDIA WRITING
 - 4610 APPLIED GRAPHIC COMMUNICATION
- ≡ 4905 SPECIAL TOPICS
 - 4870 HONORS THESIS: RESEARCH
- ▶ Gen Ed Science
- ▶ 2nd Gen Ed Science
- ▶ Gen Ed Art
- ▶ 2nd Gen Ed English
 - 2500 FOUNDATIONS OF MEDIA RESEARCH
- ≡ 4810 MEDIA AND POPULAR CULTURE

Fall Semester 2018

In Progress

Enrolled/ In Progress

- 2500 FOUNDATIONS OF MEDIA RESEARCH
- 1001 ELEMENTARY GERMAN I
- 1010 BASIC NEWS WRITING
- 1113K INTRODUCTION TO LANDFORMS
- 1500 PUBLIC SPEAKING

[View / Edit Schedule](#) **7 Credits**

Spring 2019

Registration Open

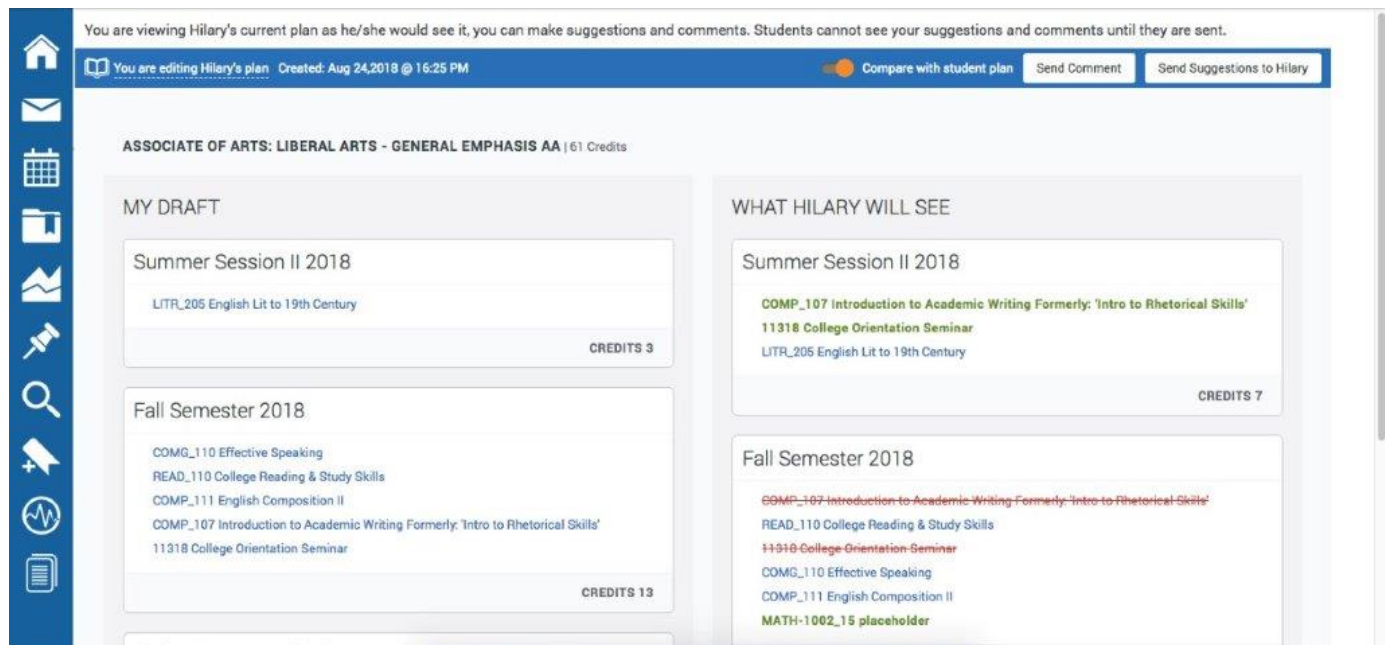
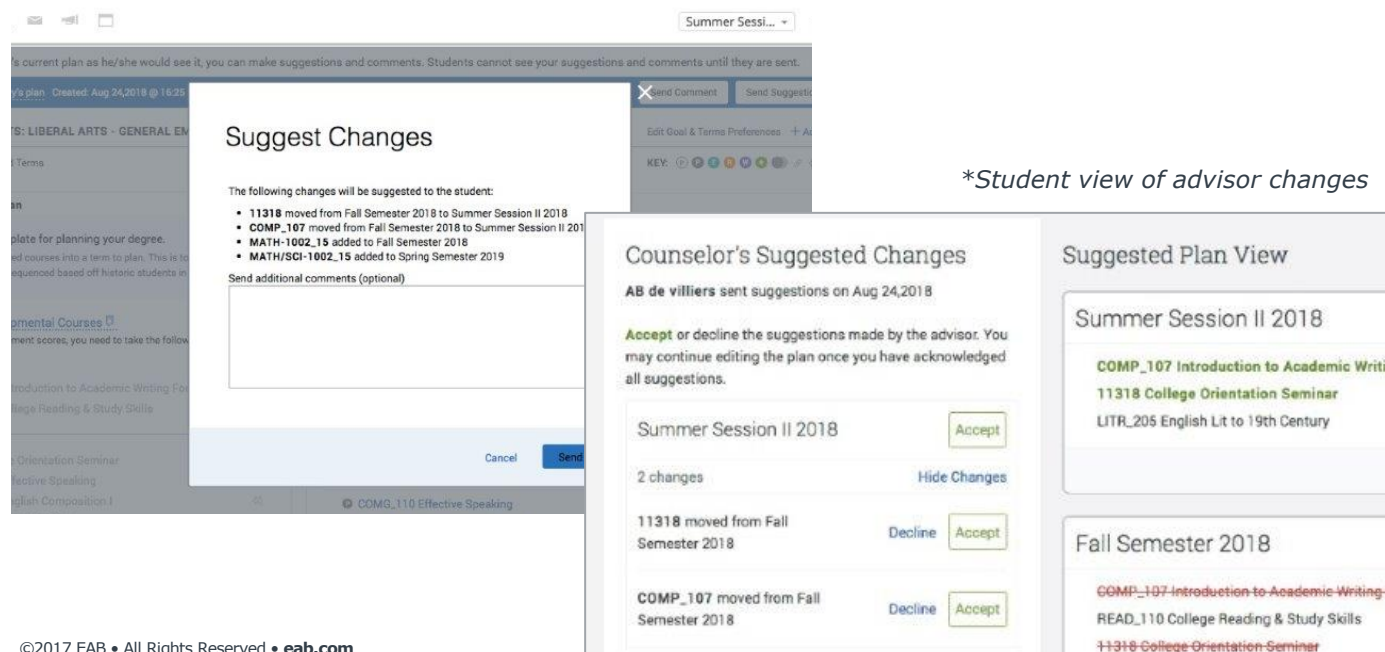
Planned

- 4030 JOURNALISM PRACTICUM
- 3010 ADVANCED MEDIA WRITING
- 4610 APPLIED GRAPHIC COMMUNICATION

Navigate Student: Introducing Academic Planning

Platform for advisor-student collaboration on course planning

- Advisors access their students' plans through the "Academic Plan" tab of the Student Profile in Navigate
- Advisors can add, move, remove, flag, and comment on students' planned courses
- Advisors send changes to students along with comments or sign off on a student's plan
 - Students will then have the opportunity to accept or decline advisor suggestions

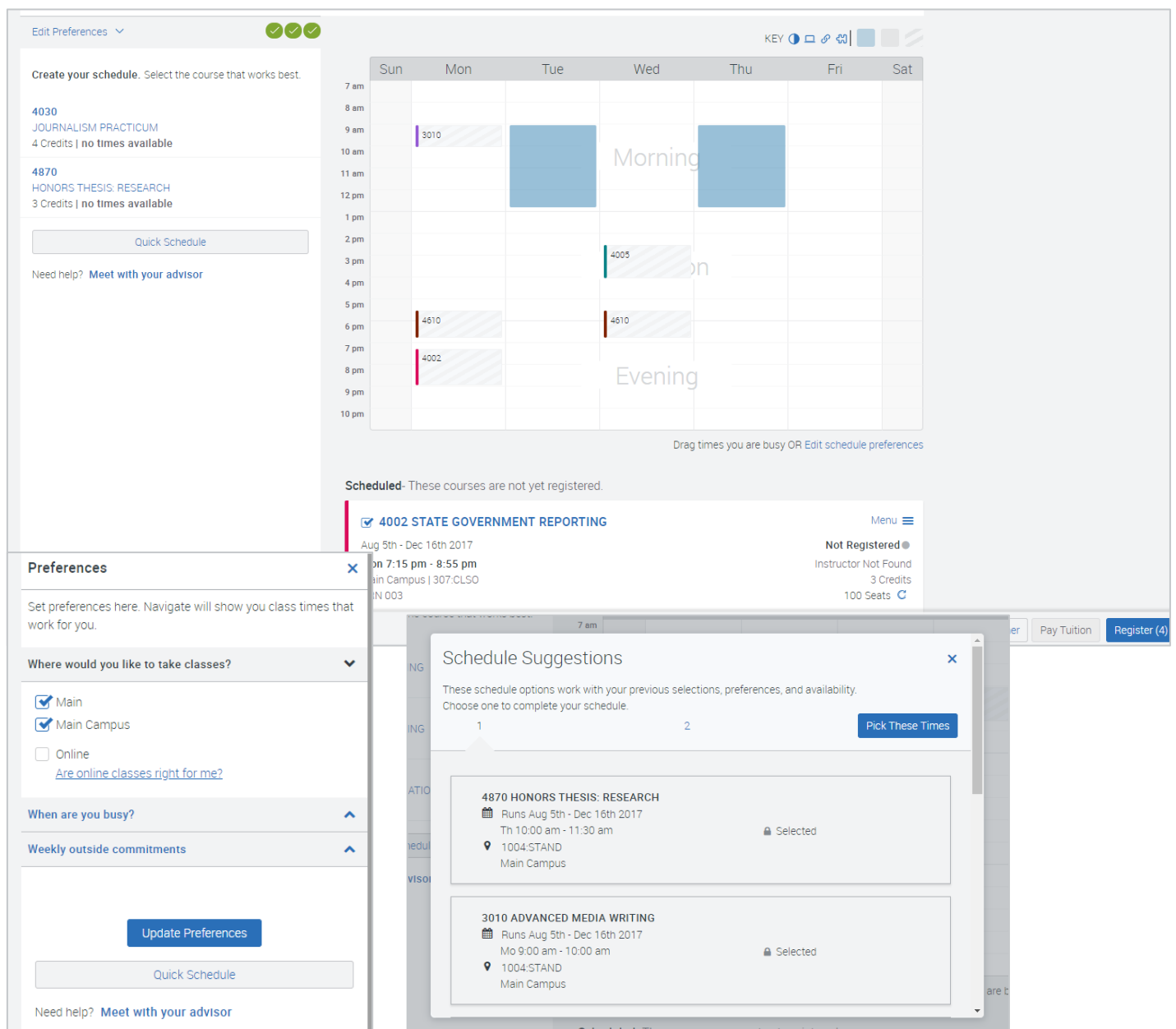
**Student view of advisor changes*

Navigate Student: Introducing Academic Planning

Integration of course planning, scheduling and registration

- After planning and seeking advisor feedback, students can schedule course sections for a specific term
- Students can set preferences to block off busy time and choose where they want to take courses
- "Quick Schedule" button generates a scheduling suggestion for students
- When courses have been scheduled, students can register directly from Navigate Student

**NOTE: Registration functionality may not be available initially. Before it is complete, "Register" button will link students to existing registration system.*



The screenshot displays the 'Create your schedule' interface. On the left, a sidebar lists course options: 4030 JOURNALISM PRACTICUM (4 Credits, no times available) and 4870 HONORS THESIS: RESEARCH (3 Credits, no times available). A 'Quick Schedule' button is present. Below the sidebar, a 'Preferences' panel allows users to set preferences for where to take classes (Main, Main Campus, Online) and when they are busy. A 'Schedule Suggestions' modal is open, showing two options: 4870 HONORS THESIS: RESEARCH (Th 10:00 am - 11:30 am, 1004:STAND, Main Campus) and 3010 ADVANCED MEDIA WRITING (Mo 9:00 am - 10:00 am, 1004:STAND, Main Campus). Both are marked as 'Selected'. The main area features a calendar grid with course sections like 3010, 4005, 4610, and 4002. A 'Scheduled' section lists '4002 STATE GOVERNMENT REPORTING' (Aug 5th - Dec 16th 2017, 7:15 pm - 8:55 pm, 1003, 3 Credits, 100 Seats). At the bottom right, buttons for 'Pay Tuition' and 'Register (4)' are visible.