

UNI 100, Academic Planning Assignment

OVERVIEW

For those of you who may not be familiar with the format of UNI 100 Freshman First Class, the class meets during Week of Welcome and continues to meet once per week for seven weeks. As of today, there are 1736 freshmen enrolled across 75 sections of the course.

Last fall, we introduced a new assignment in the class and we are continuing with the same assignment this year. In the fourth week of the semester (week of September 14), students will be asked to create an academic plan for their next two semesters of enrollment using EAB's Navigate Academic Planning platform. We hope that you will continue to support this strategy in our student success plan for incoming freshmen.

Students will be provided with instructions on how to use Navigate and instructions for completing the assignment. In order to complete the assignment, students are asked to do these two things:

- Use Navigate to plan their courses for Spring 2021 and Fall 2021 then upload a screenshot into Blackboard.
- Email their academic advisor to let them know they have completed the plan, then upload a copy of that email into their UNI 100 course in Blackboard.

INSTRUCTIONS

We encourage each of you to review the academic plans for your assigned advisees and provide appropriate feedback. Don't forget- you have the option to email groups of students in Navigate with one message and can utilize this feature if you want to let students know you've received their plans, but will reply in more detail when you meet later in the term (or something similar).

When an advisee emails you indicating they have completed their plan, you may view the plan by following these steps.

- Log in to myMU, go to your Faculty or Employee menu, and select the Navigate icon.
- Once logged in to Navigate, go to your Staff Home by clicking on the "Home" icon on the top left of the screen. Normally, this is the default screen when you log in. (Professor Home is accessible by using the drop-down arrow next to "Staff Home" and provides a listing of your courses.)
- On your home page, you will see an alphabetical listing of your currently enrolled advisees. Select the advisee for whom you wish to review the academic plan and click on his or her name.
- When you select your advisee, you will be directed to the advisee's home page. Select "Academic Plan" from the menu bar at the top of the page.
- You will see the semester plans the student has created.
- You can select either "Plan Looks Good" (Blue Button, top right) or "Add Comments or Suggestions" (Green Button, top right).
 - By selecting "Plan Looks Good" you are approving the semester plans the student has created.
 - By selecting "Add Comments or Suggestions," you are given the opportunity to modify the student's plan and add comments.

- If you want to prohibit a student from changing their plan, you have the ability to “Lock” the plan by selecting the “Advanced” button on the top right and choosing “Lock All Planned Courses.” You can also unlock the plans by selecting “Unlock All Planned Courses” under the same “Advanced” button.
- Advisors have the ability to plan courses for the student and lock the planned courses.
- Depending upon the students’ preferences and whether or not they have downloaded the Navigate phone app, they will be notified via email or text messaging when you provide feedback to their plans.

The academic plans built in Navigate will coincide with the new Academic Maps that have been compiled and approved by each academic department. (See all available plans at <https://www.marshall.edu/advising/curricular-resources/>). The goal of the academic planning process is to encourage advisor-student collaboration on course planning earlier in the term, prior to the advising rush after the Schedule of Courses is published.

This particular tool will also integrate course planning, scheduling and registration. Last November, we tested the ability for students to register for their courses with one click through this Navigate platform to Banner and the testing was successful. Our Navigate team will be presenting about our successful implementation at EAB’s Connected20 virtual conference in November.

VIRTUAL TRAINING

A virtual training was conducted 9/17 @ 1030am and the recording can be found here: <https://web.microsoftstream.com/video/b9bc171e-e437-4645-9194-d233f147df76> OR in Teams in the original meeting chat.

QUESTIONS

If you have questions or concerns please contact me at sarah.davis@marshall.edu, Chris Atkins at atkins41@marshall.edu, or Sherri Stepp at goodall@marshall.edu.