

# NAVIGATE

*Monthly Newsletter*



*Happy Holidays!*

## HOW ARE YOU USING NAVIGATE?

We'd love to hear your Navigate success stories! See the link at the bottom of the newsletter and tell us about the results you're seeing in your work.

## UPDATES TO SCHEDULER

Personal Availability Links (PAL) coming soon! PALs will create ease of use in scheduling appointments for students and advisors.

## USER SPOTLIGHT: LISA SCHNELL

Lisa Schnell, Associate Professor in English, shares how she uses Navigate to set up appointments and track conversations with advisees..

## WHATS NEW IN NAVIGATE

A major release within Navigate brings with it changes to the user interface. The changes, put in place primarily to improve accessibility of the platform, focus on updates to the toolbar and icons on the Staff Home. The toolbar display includes several new icons (i.e. campaigns), and it can be expanded to show the full names of the linked pages. Notifications in the platform now appear in the bottom right corner of Navigate Staff. Lastly, the convenient Quick Search feature, which allows users to easily enter a student's name or netID in order to be directed to an individual student profile page, has been moved to the top center of the Staff Home. These changes will be visible in the platform at the start of the new year.





## NAVIGATE USER SPOTLIGHT

*Lisa Schnell, Ph.D.  
Associate Professor, English*

I was an early adopter of Navigate when I realized that, as well as helping me to remember what I'd chatted about with my advisees (in the Summary Report features), it might save me from my inbox - an inbox full of requests from students and advisees for an appointment in office hours.

And indeed, using the "Appointment Campaign" feature of Navigate to create my availability and an electronic scheduler every month has saved me hours of back and forth on email with students. (I create a campaign for each month, and invite my advisees, and the students in my classes to locate meeting times.) I can also easily send an invitation any time to other students who ask to see me. The students show up for their appointments because they get a reminder (several, in fact). They also don't have to wait in the hall to see me (back in the days when there were offices and halls).



## SHARE YOUR NAVIGATE SUCCESS STORIES:

We would love to hear about the positive impacts that Navigate is having on your work. Share your stories [here](#).

## UPDATES TO SCHEDULER: PERSONAL AVAILABILITY LINKS COMING SOON

Navigate has created Personal Availability Links (PAL) for users of the Staff Platform. These links are unique to each user and can be included in email signatures, text messages, etc. to more easily assist students in identifying possible meeting times with advisors, staff and tutors. The links do not change and can be used repeatedly with multiple appointment reasons (i.e. Academic Advising, Course Registration Advising) and as new availability is added over time.

To apply an availability to a PAL, a user will check the "Add this availability to your personal availability link?" box when creating or editing an availability.

MODIFY AVAILABILITY

Mon Tue **Wed** Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Eastern Time (US & Canada).

How long is this availability active?  
Forever

**Add to your personal availability link?**  
 Add this availability to your personal availability link?

What type of availability is this?  
Appointments Drop-ins Campaigns

Care Unit  
Tutoring

Location  
Tutor Center (North Campus)

More information about establishing and managing Personal Availability Links in the My Availability tab on Staff Home pages will be available in January 2021. Look to your email for more details and visit the [Navigate for Advisors](#) site to view training guides.