

NAVIGATE

Monthly Newsletter



Have a great start to Spring 2021!

NAVIGATE FOR ADIVORS WEBSITE

There are many resources at your disposal! Watch a video about how to set up an appointment campaign and view guides about the best ways to communicate with your advisees in Navigate.

SET UP OFFICE HOURS IN NAVIGATE

New "Office Hour" appointment services, in 15 and 20 minute increments, are now available when you establish Availability for Appointments and/or Drop Ins.

USER SPOTLIGHT: COLLEGE OF ARTS AND SCIENCES STUDENT SERVICES

The College of Arts and Sciences Student Services staff has teamed up with their faculty advisors to reach new first-year and transfer students through Navigate Appointment Campaigns.

WHATS NEW IN NAVIGATE

Personal Availability Links (PAL) are now available 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, check the "Add this availability to your personal availability link?" box when creating or editing an availability. The Personal Link column within the My Availability tab will clearly highlight which of your available time periods are visible to students through the PAL.





NAVIGATE USER SPOTLIGHT

COLLEGE OF ARTS AND SCIENCES STUDENT SERVICES

HOW TO UTILIZE OFFICE HOUR SERVICES

Since early December, the Navigate User Support Team has facilitated an audit of the services (i.e. appointment reasons) that are accessible in the platform. Choosing the most appropriate services, such as Meet with my Academic Advisor/Professor, when establishing availability is key to ensuring that students can easily locate the person with whom they want to meet. When requesting a meeting through the Navigate Student application, students do schedule appointments by service. The previous list of services was lengthy, and it did not include a clear selection that would allow faculty advisors to make their office hours visible to students in the system.

Given this, and based on feedback from faculty advisors, there are now two Office Hour services available at each academic unit location (i.e. College of Arts and Sciences). When a faculty advisor goes to establish availability (Navigate>My Availability tab), they will see "Office Hours-15 min" and "Office Hours-20 min" options.

Several things to note when utilizing the Office Hour services:

- As is true with all availability in Navigate, your Outlook calendar should be synced and the designated times that you want students to see have to be noted as being "free" (not "busy") in Outlook. If the times are "busy," students will not be able to schedule a time with you.
- Choosing to use the Office Hours services for Appointments, will allow students to schedule specific times (in 15 or 20 minute increments) to meet with you during those time blocks.
- Choosing to use the Office Hours services for Drop-ins, will only allow students to see when you have designated times blocked, but they will NOT be able to hold a specific time to meet with you.

Most of the additional appointment services in Navigate correspond to 30 minute appointments. To see a list of which services have a default appointment length other than 30 minutes, visit the [Navigate for Advisors FAQ page](#).

For additional information, view the "How to Post Office Hours" and "How to Post Appointment Availability" step-by-step guides [here](#) or email StudentSuccess@uvm.edu with your questions.

The Arts and Sciences Student Services team has had great success in utilizing Navigate Appointment Campaigns to connect new students (first year and transfers) with faculty and professional advisors. Prior to the start of fall 2020 and again in the course registration window from November 2020-January 2021, more than 2000 students accessed appointment invitations and scheduled a meeting with a CAS representative. Whenever possible, students were assigned to meet with Program Directors/Chairs and/or faculty advisors from their chosen major.

Dana Christiansen, Academic and Student Services Advisor, says of Appointment Campaigns, "I'm not sure how we would have been able to launch & schedule our remote course registration advising appointments this past year without Navigate! The campaign feature alone allowed faculty and staff to schedule and meet one-on-one with our entire incoming class (which both students and faculty loved!). It's user friendly on both the faculty/staff side as well as the student side, highlighted by our high student response rate. As we use and learn more about the platform and it's capabilities, we continue to develop more creative and efficient ways in reaching our students."

Appointment Campaigns allow Navigate users to reach out to specific student populations (advisees or otherwise) and encourage them to schedule appointments. Data in the platform tracks which students have and have not made appointments, making it easy for advisors to pass on important pre-meeting reminders and/or to resend appointment invites.

Some faculty advisors send appointment campaigns at the start of each month to alert students/advisees of their available meeting openings.

