

# Navigate Monthly Newsletter

## Updates

### Tags

The following tags will be updated before or equal to:

- **March 26:** Course Request Submitted Fall 2025
- **April 2:** Course Request Submitted Fall 2025
- **April 9:** Course Request Submitted Fall 2025

### Webinar Series:

Spring 2025 Webinar dates are available on the [advising.vt.edu](https://advising.vt.edu) website!

Join us **Thursday, February 13, 1:00-2:00 p.m.** as we demonstrate a new feature- NavAI, Navigate's generative AI tool

### Functionality

When using the calendar sync function, make sure all events in your Outlook calendar have an end date. Navigate cannot complete the sync if an event is missing this information. Additionally, double-check your events for their availability status. Events marked as "busy" in Outlook will block students from scheduling during those times in Navigate.

## Feature Spotlight

### Saved Reports

Is there a report you run regularly in Navigate? Do you want confidence that you are pulling information consistently? Try saving your report filters for later use. Saved Reports give Navigate staff users the ability to save student and activity filters for a particular report to which they have access. This allows users to re-run the search quickly and efficiently without having to reselect the filters each time they access the report.

To save a report, run your report as usual and then click the Save button on the results page, located in the upper right corner of the report panel.



After creating a saved report, the report will appear in the Lists and Saved Items tab.