NAVIGATE

Monthly Newsletter

FEBRUARY 2021

CALENDAR SYNC

New release date of the new calendar sync is now Friday, February 19th. Those who sync their Navigate calendar with Outlook will be prompted beginning the week of February 1st to resync their calendar with Graph API. Directions on how to do so are linked <u>HERE</u>. Be sure to pay attention to the two different sections of the directions, there are directions on how to sync a new user and a section for those that already sync their calendar and just need to resync.

Top user within the platform for the month of January 2021 is Jessica Elmore from General Engineering with the most active time on Navigate!

CANVAS SITE FOR TRAINING

A new Canvas site has been developed to provide training for those that need access to the platform. Even if you already have access to the platform you are more than welcome to join as new resources will be added on a regular basis. To gain access to the Navigate Training Canvas site, please email Lauren Thomas, lwthomas@vt.edu.

RUNNING NUMBERS FOR END OF YEAR REPORT

If you are needing to document appointments for any upcoming reports you need to submit, you can do this under the Reporting icon, but don't forget if you are within the Advising Care Unit you will need to run both the Advising Care Unit (beginning June 1 2020) and the Archived Advising Care Unit (anything prior to June 1 2020) to capture accurate data.