# NAVIGATE

## *Monthly Newsletter*

**JUNE 2022**

## NEW TAGS AND CATEGORIES

You will find VTSA 2022 as a <u>tag</u> for students who are enrolled in Summer Academy 2022, and a new <u>category</u> of 125% Exceeded and 125% Warning. These tags and categories can be found <u>HERE</u>.

## COMMUNICATION

Soon the Registrar's office will be utilizing Navigate to email students about the 125% rule and if they need to take any action. Depending on your role in Navigate, you may view the communication sent to the students from the Registrar's office under the "more" tab on their student page and then clicking on conversations.

## FEATURE SPOTLIGHT

James Newcomer, Advising Coordinator for General Engineering, has the most usage of the *Advanced Search* feature within the Navigate platform for the month of May 2022!

## MESSAGING UPDATES

Users can now make messages sent through Navigate more personalized by including the merged tags located in the messaging field as part of the message and will function like a mail merge to include a student's first name, last name, or whole name. You simply click on the three vertical dots in the message window and insert the merge tag.

## ABILITY TO INCLUDE A SIGNATURE IN MESSAGES

Users who can send messages in Navigate now have the ability to add a signature to those messages by adding it in your user preferences. User preferences are located on the drop down menu once you click your profile picture in the top right-hand corner.

EABHelp@vt.edu          www.advising.vt.edu          VIRGINIA TECH