



NAVIGATE

Monthly Newsletter

MAY 2020



APPOINTMENT SUMMARY REPORTS

Beginning June 1, 2020, any appointment summary reports entered under the Advising Care Unit will automatically be viewable by a student. Professional development resources around taking effective advising reports and a detailed timeline is available [HERE](#) under documenting student interactions.

COORDINATED CARE NETWORK



Referral offices within the Coordinated Care Network would like to offer the option to any advisor referring students to be included in any initial communication sent to their student. If interested, please include your name and email in the initial referral and you will be copied on the communication with the student. It is the hope of the Coordinated Care Network that this may assist in a higher response rate from the student.



Top user within the platform for the month of April 2020 is Lorraine Borny from Pamplin College of Business with the most active time on Navigate!

NEW

NEW FEATURE

A new feature has been added to the platform that will allow for a universal change when requiring students to schedule around class times. This new feature will allow us to turn on the flexibility to schedule over class times beginning reading day through final exams of each fall and spring semester.

NEW ORIENTATION RESOURCES

Check out the [new resources](#) that have been created to assist with orientation advising from setting up availability, to creating watch lists, and how to execute a campaign. These can be found under the Guides and Directions and Appointment Campaign categories under Navigate Resources on the advising website.