




NAVIGATE

Monthly Newsletter

SEPTEMBER 2021

DON'T FORGET



If you are syncing your calendar with Navigate, regardless of Outlook or Google, you need to be sure if you have any recurring appointments on your calendar that they have an end date. Even if the end date is a few years out, it cannot be forever, or the calendar is never able to fully sync and therefore may create problems when students are scheduling appointments.

FEATURE SPOTLIGHT




Karen Watson from the College of Liberal Arts and Human Sciences has the most usage of reports within the Navigate platform for the month of August 2021!

IMPORTANCE OF DOCUMENTING STUDENT INTERACTIONS IN NAVIGATE

View [this video](#) for more information on the benefits of academic advisors completing documentation of their interactions with students and how this positively impacts students experience across campus.



STUDENTS' KNOWLEDGE OF REFERRALS



Please be mindful when making referrals in Navigate; students should be part of the process of making a referral unless it is a situation where you are not able to get in touch with the student and therefore referred to VT EARS or the Dean of Students. Otherwise, the student should know they are being referred to any given office within the Navigate platform.