Documenting Student Interaction
in
NAVIGATE

The Navigate Platform provides several different ways for faculty and staff to document a student interaction.

BENEFITS

- To create an electronic student record that is accessible by other staff or faculty across campus,
- To allow for enhanced collaboration between those interacting with the student,
- To provide a more holistic view of how that student is navigating their college experience, and
- To allow for robust reporting on all interactions with your students.

REPORT/ APPOINTMENT SUMMARY

Summary reports allow you to document information pertaining to specific student appointment, whether the appointment was scheduled, a walk-in, or the student was a no show. Appointment Summary Reports should only include information related to that specific appointment.

Privacy: This report is hidden from student view, but other faculty and staff within the same care unit are able to see these reports. However, please keep in mind that any information you enter pertaining to a student becomes part of their official student record and may be subpoenaed by that student, as outlined in FERPA.

NOTES

Notes offer an additional mechanism to jot down information about a student, collaborate across Care Units, and create a record of information provided directly to the student. Notes allow faculty and staff to document any important information that should be visible to anyone working with the student. Notes are not restricted to specific Care Units, nor tied to student appointments – therefore, they are accessible to any staff or faculty in the platform who have permission to view Notes, which currently includes all faculty and staff in the platform.

Privacy: Notes can be seen by anyone in the platform, and if the student's name is checked within the note, then the student can see if from their side the information within the note.

ALERTS/CASES

When submitting an Alert, comments can be added to assist the office the student is being referred to. Once the referral office get the Alert, a Case is opened, and once it is closed, any final comments can be added to the Case to inform the individual who made the initial referral the outcome of the Case. Please note that depending on the referral office and the nature of the case final comments may be minimal.

Privacy: Comments for Alerts and Cases are only viewable by faculty and staff in the platform and are not viewable by students.