



NAVIGATE

Monthly Newsletter

MAY 2019

REPORTS VIEWABLE BY STUDENTS BEGINNING JULY 1, 2019

Appointment Summaries/Reports will be viewable by students beginning July 1, 2019. You are encouraged to review any past reports and can use **this guide** to determine if your reports are suitable for student viewing.



CLEAN UP TAGS!

If you added any tags to students this semester, please make sure to clean those up so tags are accurate within the platform.



Top user within the platform for the month of April 2019 is Michael Swanhart from Student Athlete Academic Support Services with the most active time on Navigate!

USING NAVIGATE DURING ORIENTATION

Incoming students will be accessible within Navigate once they have enrolled in at least one credit hour and a nightly refresh has occurred. Therefore, if you batch students, once the batch has occurred and a nightly refresh takes place, they will be in the platform. You may find it useful once students leave orientation to begin putting any communication from orientation forward in Navigate as a report.

