



Navigate NC State Training Updates

Based on participant and user feedback, we've made some exciting changes to both our Navigate Basics workshop and our Maximizing Navigate training series. We will offer several group training sessions, including an expanded Navigate Basics series that allows us to better tailor users' introduction to Navigate to their needs. New to the Maximizing Navigate series this fall will be *Advanced Search & Student Lists and Reporting*. These workshops will explore using these functionalities in conjunction with other tools to maximize your Navigate user experience.

Navigate Basics

Navigate Basics is a two-part training series that covers the core functionalities of Navigate NC State to help professionals begin using the student success platform.

Navigate Basics: Getting Started

In this workshop, we will cover the basics of Navigate NC State including accessing Navigate, viewing your staff home page and dashboard, integrating Navigate with your calendar, and creating meeting availability in Navigate.

Navigate Basics: Working with Students

In this workshop, we will cover the basics of working with students using Navigate NC State including accessing and understanding key information on the student profile, documenting interactions, connecting students with campus resources, and discussing best practices for using Navigate NC State to work with students.

Maximizing Navigate

Workshops in our Maximizing Navigate series highlight a specific feature and focus on how to use the tool to maximize your impact on student success using the Navigate NC State platform. These sessions assume participants have a basic understanding of Navigate NC State and/or have completed the Navigate Basics workshop series.

Workshops in this Series Include

★ **Advanced Search & Student Lists**

In this workshop, we will cover how to use the Advanced Search feature within Navigate NC State to search for students. We'll also discuss how users can create student lists and pair the Navigate Advanced Search with other Navigate features for a robust and strategic approach to your work with students.

★ **Appointment Campaigns**

In this workshop, we will cover how to use Navigate NC State Appointment Campaigns to strategically reach out to a specific group of students and invite them to schedule an appointment with you.

★ **Messaging Campaigns**

In this workshop, we will cover how to use Navigate NC State Messaging Campaigns to strategically reach out to a specific group of students and share information via email or text messaging.

★ **Reporting**

In this workshop, we will cover the various Reports users can access with the Navigate NC State platform. We will also explore functionalities to help automate reporting and discuss some ways the data gleaned from the Navigate reports can be utilized to maximize your work with students.

Weekly OAT Office Hours

The Office of Advising Technology will hold weekly office hours on Fridays from 11:00 AM to 12:00 PM via Zoom throughout the semester. Office Hours are loosely structured topic-based sessions where the Advising Technology team will share updates, highlight various Navigate features, and answer questions from campus users. There is no need to register ahead of time for these sessions and we use a standing Zoom link.