NAVIGATE NOTES: DOCUMENT STUDENT INTERACTIONS

NAVIGATE Stay on track all the way to graduation!

Users can type notes to document student interactions within Navigate (e.g., impromptu meetings, instant messages).

Log in to Navigate Staff at go.niu.edu/navigate

- Use your student **A-ID** and **password** to log in.
- If you need help, contact the NIU Service Desk at 815-753-8100 or ServiceDesk@niu.edu.

Use Quick Search to Find the Student.

❑ Locate the student in Navigate by typing their name or ID into the quick search bar at the top of the Navigate Staff screen.

❑ Select the student from the dropdown list.

❑ On the student's Navigate screen, **Add a note on this student**.
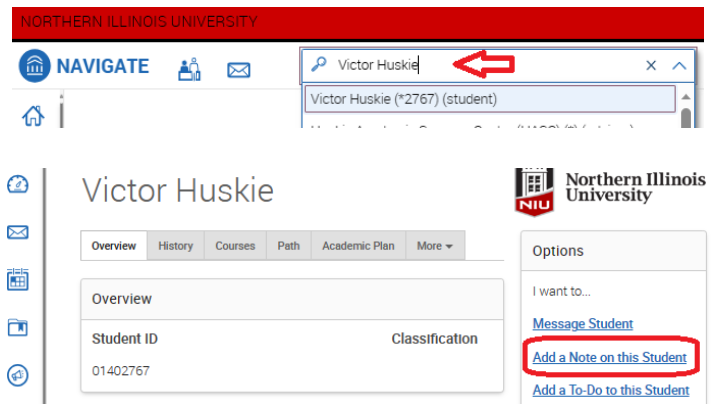
❑ In the form box that displays, type your notes and attach any supporting documents you wish to include.

❑ Select a **Note Reason** from the dropdown options in the reason field.

❑ Then press the **Save** button.

Note: Effective practices for the use of notes include keeping the **Visibility** settings set to **unselected** — enabling notes to be accessible by academic advisors and support areas.

NIU Navigate settings do not include displaying notes to students.
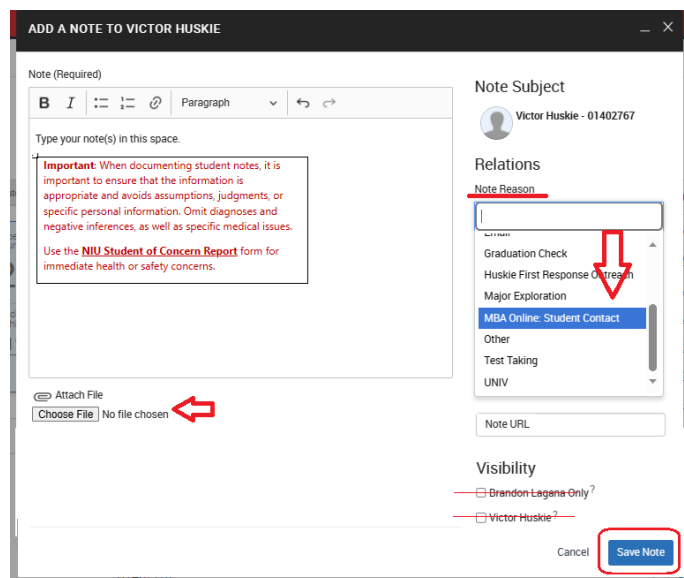
Important: When documenting student notes, it is important to ensure that the information is appropriate and avoids assumptions, judgments or specific personal information. Omit diagnoses and negative inferences as well as specific medical issues.

Use the **NIU Student of Concern Report** form for immediate health or safety concerns.

Northern Illinois University

Viewing Notes Posted to a Student's Navigate Record

☐ From the student's Navigate Screen, click the **History** tab.
☐ **Notes** are displayed in the history thread.
☐ History also includes appointments and alerts that were issued for the student.

☐ Click on the triangle icon next to the words **Note Added** to expand the note and view its contents.
☐ Notes that have been posted by you can be edited.