NEW USER GUIDE

Welcome to NIU Navigate Staff.

Welcome to your **Navigate Staff** access at go.niu.edu/navigate. Navigate Staff is an online student success management system for advisors, faculty and staff. You can use it to:

- Initiate conversations with students who may be experiencing academic or personal challenges.
- Simplify student intervention through campaigns.
- Issue referrals and early alerts/progress reports to initiate proactive student outreach.

This guide provides steps for logging in and for navigating to the various tools within Navigate Staff.

Log in to Navigate Staff from the Web.

Use your employee login credentials to log in to Navigate Staff.

1. Either go directly to this Web address **niuhuskies.campus.eab.com** <u>OR</u> go to **go.niu.edu/navigate** and click on the **Access Navigate Staff** button.
2. If you have logged into Navigate Staff before on that device, you should already be logged in. If not, log in using the same credentials you use to log in to your employee 0365 account.

Toggle Among Your Navigate User Roles.

1. After logging in, you will see a triangle icon (▼) next to the word **Home**. This is your current Navigate role being displayed (Examples: Student Home, Professor Home or Staff Home).
2. Click the triangle icon to select the role you wish to access (e.g., staff, advisor, professor).

Note: User roles are granted by MyNIU permissions. For example, if you are teaching and have MyNIU Faculty Center permissions, your Navigate role will be Professor. If you have MyNIU Advisor Center permission, then your Navigate role will be Advisor.

Accessing Navigate's Key Functions

This guide provides a starting point for accessing Navigate Staff functions. Instructions for specific functions are included in separate Navigate User Guides found at go.niu.edu/navigate (Click on **Resources and Help Guides**.).

Assigned Students

- On your default page you will see a list of students.
- The Professor role will display these as **Students in My Courses**.
- The Advisor role will show **Assigned Students**.
- Students assigned to you either in classes or as advisees come from assignments made in MyNIU.

If you do not see any students listed, then students were not assigned in MyNIU within the last 24 hours. Check with your department to inquire about your assigned or enrolled students.

Accessing Navigate's Key Functions (continued)

Actions

- You can message students (email or text), add notes, or issue alerts for one or more students using the Actions options.
- Click on Actions, located in the top row of the table of your assigned students.

Conversations

- You can see messages you sent or those received in Conversations.
- Click the envelope icon (✉), located on the right-hand icons menu.
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Viewing Student Details from the Student Home Screen

By clicking on the hyperlinked name from your list of assigned students, a **Student Home** page will open that displays key details about the student. Details available to view are dependent upon your Navigate user role.

History: Displays a running list by most current activity, including appointments, alerts, and notes posted by NIU advisors, faculty and staff who support the student.

Courses: Shows the current class activity for the current term (e.g., enrolled class, sections that have been dropped) and **Term Details**, which displays course history by each term the student has been enrolled.

You also will notice the list of academic advisors, counselors, coaches, and other assigned team members supporting the student are listed on the student home screen on the right-hand side of the page. This list can be useful for communicating with and making referrals for the student.

More: This tab contains links to **Appointments**, which shows upcoming and past appointments for the student, and **Conversations**, which will display emails and texts sent to and from the student within Navigate Staff or from Outlook to a student's Z-ID@ssc.niu.edu email capture address.

Navigate Calendar

- By selecting the Calendar (📅) icon from the left-hand icons menu, you will see classes and appointments that are associated with your Navigate role.
- You can synchronize your Outlook calendar with Navigate so that your busy times in Outlook will be reflected on your Navigate calendar. This is important for avoiding time conflicts.
  Note: Items created within Outlook will appear only as Busy in Navigate.
- See the Create availabilities and Sync Calendar with Outlook (PDF) for instructions for how to synchronize your calendars.

Resources and User Guides for Navigate Staff

Use these links to access guides for specific features within Navigate Student:
- Advanced search (PDF)
- Appointment summary (PDF)
- Sync Your Navigate Calendar with Outlook and Create availabilities (PDF)
- Create a Student List (PDF)
- Guideline for Academic Advising reports (PDF)
- Run Reports (PDF) | Report index (PDF)
- Messaging Students: Text and Email using Navigate (PDF)
- Alerts and Referrals: Alert Guide for Faculty (PDF) | Document student interactions (PDF)