

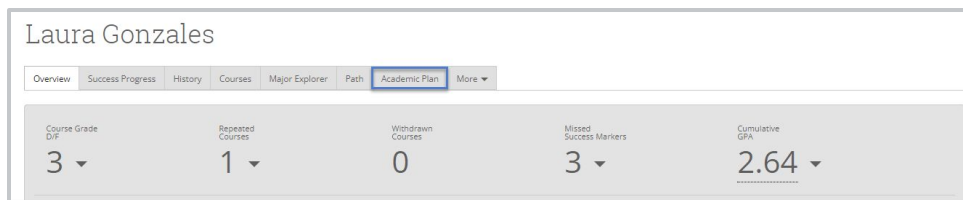
Getting Started: Advisor Guide to Academic Planning

An integrated component of Navigate, Navigate Student includes a mobile application that helps students navigate key decisions and a desktop-based planning tool, Academic Planning, to help students plan and schedule their courses, supporting timely degree completion. Advisors can use Shared Workspace to build plans for students and collaborate on planning their path to degree.

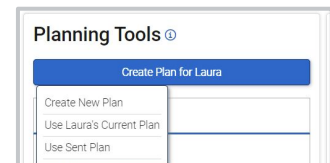
To get started login to Navigate with your University of Alaska Fairbanks credentials: <https://uaf.campus.eab.com/> and view the [advisor expectations](#).

Use the Academic Plan tab to create Academic Plans for students

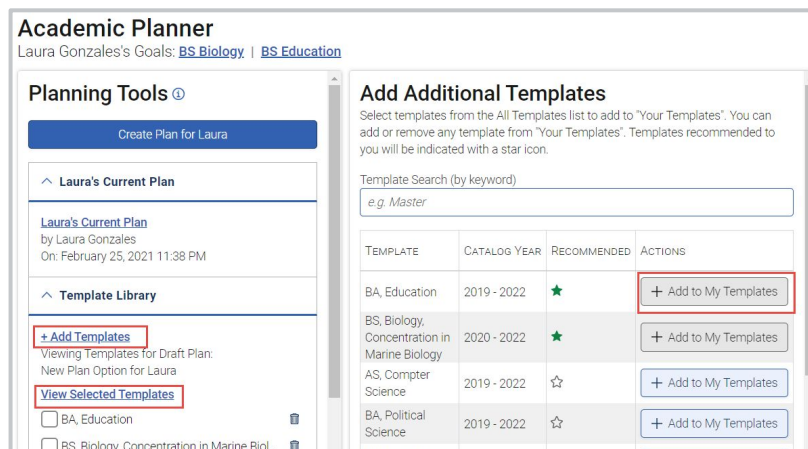
1. Use the Quick Search or Advanced Search to find a student profile. Select the **Academic Plan** tab.



2. Shared Workspace opens in **Advisor View**, which functions like edit mode. You can also switch to **Student View** to view any student activity in Planner. Switch back to **Advisor View** to create a draft plan. Click the blue **Create Plan for [Student]** button and choose one of the three options. **Create New Plan** will open a blank draft plan, without completed term data, **Use [STUDENT'S] Current Plan** creates a copy of the Student's Plan and includes completed term data, and **Use Sent Plan** creates a copy of a previously sent plan.

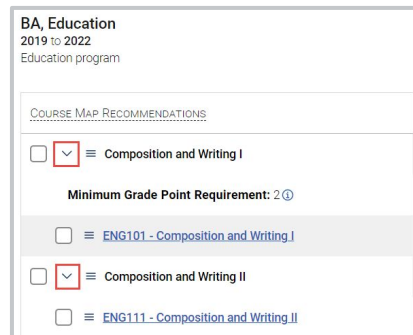
3. Give the plan a name that is descriptive for students, including terms and goals, if applicable.
4. Click **+ Add Templates** to browse available templates. Templates with a **Recommended** star match the student's goals and catalog year. Select **Add to My Templates**, then **View Selected Templates** in left panel.



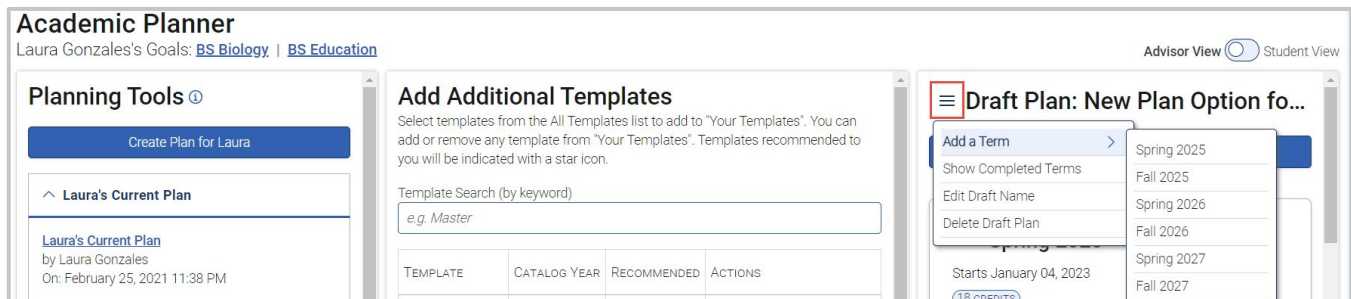
TEMPLATE	CATALOG YEAR	RECOMMENDED	ACTIONS
BA, Education	2019 - 2022	★	+ Add to My Templates
BS, Biology, Concentration in Marine Biology	2020 - 2022	★	+ Add to My Templates
AS, Computer Science	2019 - 2022	☆	+ Add to My Templates
BA, Political Science	2019 - 2022	☆	+ Add to My Templates

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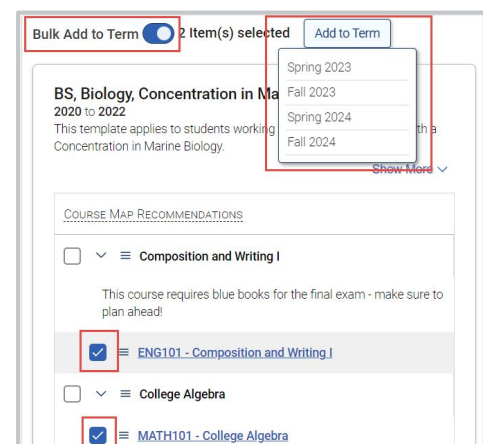
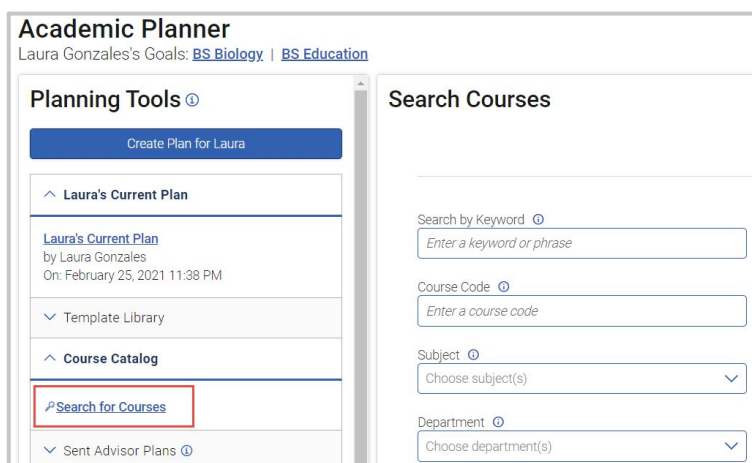
5. Click the > icon in front of a Course Recommendation to expand the course(s) included in the recommendation.



6. In the right panel, click the ≡ icon in front of the Draft Plan name and select **Add a Term** to add one or more upcoming terms into which you'll place courses.

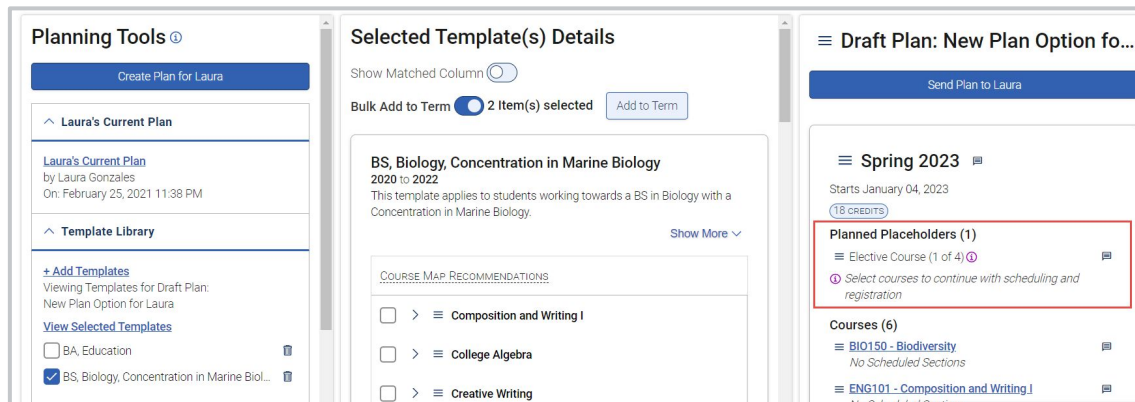


7. Add courses to terms by selecting the box in front of a course recommendation and clicking **Add to [Term]**. Use the **Search for Courses** link in the **Course Catalog** drawer to find and add a course that is not listed on a template. You can also toggle on **Bulk Add to Term**, select multiple courses, and add them all to the same term.



Getting Started: Advisor Guide to Academic Planning

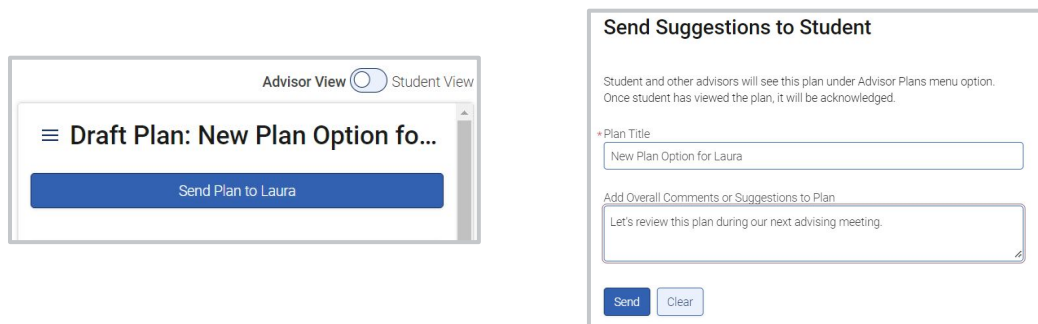
8. You may add both courses and **Placeholders** to a term. Placeholders represent a Course Recommendation where the specific course has not yet been selected. You may add comments that show to students on individual courses, placeholders, and the term overall.



The screenshot shows the 'Selected Template(s) Details' section with the following information:

- Selected Template(s) Details:**
 - Show Matched Column:
 - Bulk Add to Term: 2 Item(s) selected Add to Term
 - BS, Biology, Concentration in Marine Biology 2020 to 2022**
 - This template applies to students working towards a BS in Biology with a Concentration in Marine Biology. Show More
 - COURSE MAP RECOMMENDATIONS**
 - > **Composition and Writing I**
 - > **College Algebra**
 - > **Creative Writing**
- Draft Plan: New Plan Option fo...**
 - Send Plan to Laura
 - Spring 2023**
 - Starts January 04, 2023
 - (18 CREDITS)
 - Planned Placeholders (1)**
 - Elective Course (1 of 4)
 - Select courses to continue with scheduling and registration
 - Courses (6)**
 - BIO150 - Biodiversity**
 - No Scheduled Sections
 - ENG101 - Composition and Writing I**
 - No Scheduled Sections

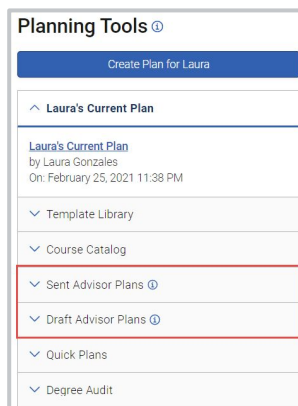
9. When you are finished adding all terms and courses, you can send the plan to the student. Click **Send Plan to [Student]** at the top of the right column, add a message you'd like to share with the student, and click **Send**.



The 'Send Suggestions to Student' dialog box includes the following elements:

- Advisor View Student View
- Send Plan to Laura** button
- Student and other advisors will see this plan under Advisor Plans menu option. Once student has viewed the plan, it will be acknowledged.
- Plan Title:
- Add Overall Comments or Suggestions to Plan:
- Send** and **Clear** buttons

10. You can view your **Draft Advisor Plans** not yet sent to student and **Sent Advisor Plans** from all staff members. You may delete only plans you have created; students may not delete plans.



The 'Planning Tools' sidebar menu includes the following items:

- Create Plan for Laura
- Laura's Current Plan
 - Laura's Current Plan by Laura Gonzales On: February 25, 2021 11:38 PM
 - Template Library
 - Course Catalog
 - Sent Advisor Plans**
 - Draft Advisor Plans**
 - Quick Plans
 - Degree Audit



Catalog Ranges in Academic Planner

Not all UAF programs have year-to-year catalog changes therefore they do not require a new template range until program changes are made and a new template is created. The templates range into the future for most programs and will be updated as needed when the catalog is published.

Academic Planner range is counting the end year of the student's SGASTDN catalog. (i.e. SGASTDN 2023-2024 catalog means they are coming into the 2024 catalog year for Academic Planner templates).

SGASTDN Catalog Range	Academic Planner "Cat Year" (select the template that includes this year within the programmed Academic Planner range)
2021-2022 (CFOS Pilot Only)	2022
2022-2023	2023
2023-2024	2024
2024-2025	2025
2025-2026	2026

BS Computer Science-Active-UAF

Level Code: UF
Level Name: Undergraduate - UAF
Degree Code: BS
Degree Name: Bachelor of Science
College Code: EM
College Name: UAF Coll of Engineer & Mines
Program Code: FFEMBS
Program Name: UAF Coll Engr & Mines BS Deg
Major Code: CSCI-AS-F
Major Name: Computer Science-Active-UAF

Cat Year: 2024



SGASTDN is 2023-2024

B.S., Computer Science 2023 to 2026

This is an academic roadmap template. Degree Works is the official degree

TEMPLATE	CATALOG YEAR	RECOMMENDED
B.S., Computer Science	2023 - 2026	★



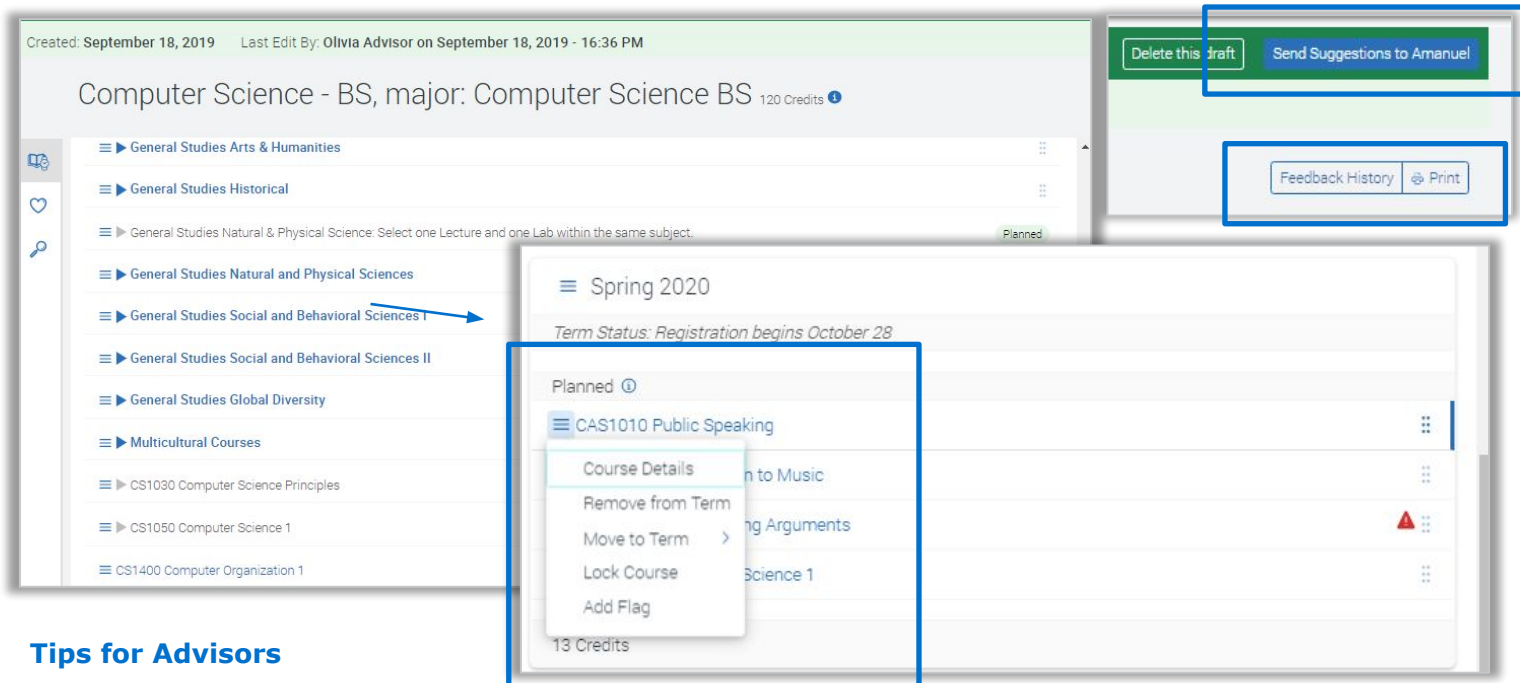
**Roadmap and Catalog 2023-2024
(extended to 2026 until there is a
program change)**

Getting Started: One Page Advisor Guide to Planner

An integrated component of Navigate, Academic Planning helps students plan and schedule their courses, supporting timely degree completion.

The below instructions detail how to use the Academic Plan tab on a student's profile to review and make suggestions on a student's academic plan.

1. Log in to Navigate with your SSO credentials: <https://uaf.campus.eab.com>
2. Go to the Student Profile and click on the **Academic Plan** tab
3. Click the **Add Comments or Suggestions** button in the upper right-hand corner
4. Use the **+ Add Term** button to add terms to the student's academic plan and use the degree template on the left-hand side to plan courses to terms
5. You can move courses, add a flag to leave a comment on a course, and lock courses using the hamburger menu to the left of the course name
6. When you have made all desired changes, use the **Send Suggestions** button in the upper right to send your feedback to the student.
7. **Reminder:** Students need to accept or decline your suggestions. Remind your students about this important step and encourage them to allow notifications from Navigate Students so they do not miss your feedback



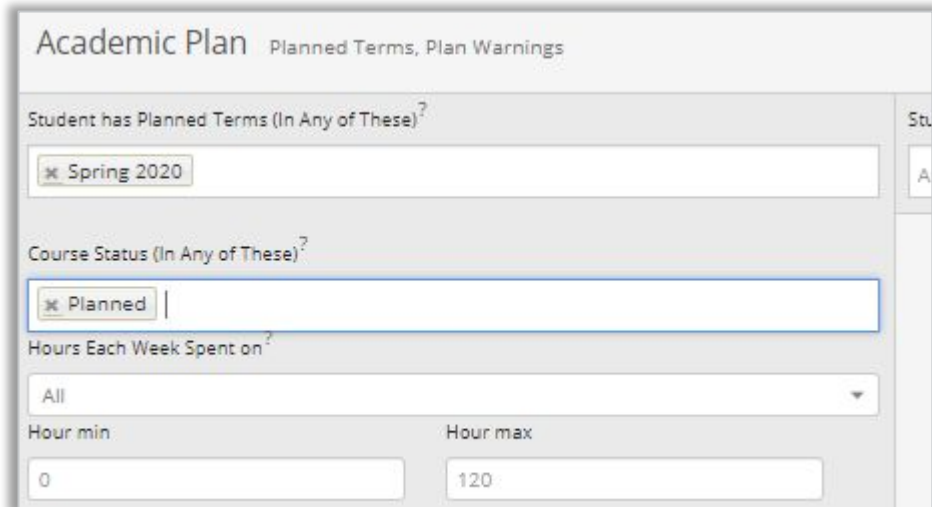
Tips for Advisors

- Use the **Search** tab on the left side of the screen to find and add a course that is not listed on a student's degree template.
- Click the **Feedback History** link in the upper left to see a record of recommendations made to this student and whether a student accepted or declined those recommendations.
- If a student does not need to complete a course on their degree template, use the hamburger menu to the left of the course name on the template to select **Mark as met** and leave a comment.

Searching for Students with Academic Plans

Use Advanced Search to find and outreach to your students for academic planning

With the Academic Planning tool, you and your students can collaborate on the course planning process in a digital workspace, leaving more time during in person meetings for other coaching. Use Navigate to prompt your students to plan courses and leverage Advanced Search to work with them on their academic plans.



The screenshot shows the 'Academic Plan' search interface with the following filters:

- Student has Planned Terms (In Any of These)?**: A dropdown menu with 'Spring 2020' selected.
- Course Status (In Any of These)?**: A dropdown menu with 'Planned' selected.
- Hours Each Week Spent on?**: A dropdown menu with 'All' selected.
- Hour min**: A text input field with '0'.
- Hour max**: A text input field with '120'.

How to Search:

To find students with planned courses: Find the Student has Planned Terms bucket and select a future term

- Under Course Status, select "Planned." This will indicate that student has created an academic plan in Navigate. **Note:** "Scheduled" indicates that student has selected a section time in Navigate, but is not yet registered. Other statuses come from SIS data
- **Tip:** Use the "Student has Not Planned Terms" field to find and nudge students who need a reminder to get started on creating a plan for next term

Other search fields:

- **Hours Each Week Spent on:** Students can input information about their commitments outside of class (it is not required), but if they do complete this step, it is searchable here

Suggestions for using Navigate features with Academic Planning:

- Create a saved search each term for your students who have not planned courses for next term
- Use Navigate to message students or send them an appointment campaign, include instructions for using AP to plan courses



Advisor Expectations

Faculty and staff advisors will need to attend training on Academic Planner so they go into every advising session prepared to help students complete or update their plans, build their schedules, and register for courses. **Workflows Visual**

- First-year advisors will provide communication, resources, and training to students on utilizing the academic planning tools. *Once the academic planning tools are available to all programs and students, then leadership may also send out communications to students about planner, scheduler, and registration.
- Students create their own plans with assistance and recommendations from their academic advisors. Advisors can create plans in the Nanook Navigator student profile; however, the student will need to bulk copy this plan and add it to their own. For efficiency, it is easiest for the student to create their plan on their profile as a starting point.
- First-year advisors are encouraged to assist students in creating their academic plans through the student desktop each semester.
- First-year advisors will assist first-year students and transfer students under 30 credits in creating a plan that maps out the student's first two years of courses by the end of their first academic year.
- If possible, advisors are encouraged to assist the student in mapping their full college career within their first two years.
- If the program is less than four years, please complete at least one year of the plan as early as possible to the student starting their program.
- Advisors and students will review & update the academic plan each semester during course scheduling and registration or earlier advising appointments.
- Advisors (first-year and department) will provide support reviewing and updating the academic plan as needed throughout the student's college career depending on course completion, semester credit loads, change of major/minor (template changes), change of degree, or other academic or program changes.
- Advisors are encouraged to assist the student in referencing DegreeWorks at least once a semester.
- Once the scheduler and registration features are available, advisors are encouraged to support students with scheduling and registering for concurrent semesters.



Checklist for Student Plans in Academic Planner

Students and advisors are encouraged to utilize this checklist every semester during course planning and registration.

Student Steps

- Log into Navigate Student Desktop <https://uaf.navigate.eab.com/app/>
- Click Planner Tab
- Add your templates (first time logging in only)
- View selected templates (Minor and Major templates)
- Add future terms
- Turn on show matched column
- Turn on bulk add to term
- Add courses to terms (specific courses or placeholders)
- My Academic Plan
 - Review warning information (prerequisites)
 - Search for specific courses that are placeholders (electives, course searches)
 - Select a course from a list within the placeholder
 - Remove placeholder after a specific course has been added to the term
 - Update planned courses as needed such as moving to new terms (change of major, semester off, prerequisites, etc.)
- Check [DegreeWorks](#) for progress to degree
- Pin courses to the pinned column (selecting which course when there is more than one to fulfil that requirement)
- Mark courses as met (manually marking transfer courses from DegreeWorks, elective courses, course search rows)
- Have your advisor review your plan each semester

- *As needed: Review advisor plans. Accept advisor recommendations and add those courses to your plan.

To do these steps proceed to the next page.



Help Us Improve Templates With Your Feedback

Please report anything you find that needs to be **changed to this google form** and include a **google document with screenshots**. If you do not have time to complete the form, please share the google document with uaf-nanooknavigator@alaska.edu.

Please complete this [advisor experience feedback survey](#) to help us improve the product and share tips and tricks.

Items to keep in mind:

- Order of courses to complete prerequisite(s) courses in a semester before the course requiring the prerequisite(s). This would be a [change request submitted to the form](#).
- For no concentration majors sometimes they have a concentration code in SGASDTN and sometimes they don't. Therefore, their Nanook Navigator Academic Planner template may not automatically add to their profile. Please let our team know when you see this by providing the **student ID number, template name, and template goals** to uaf-nanooknavigator@alaska.edu.
- Department has a new recommended course from the GER or Degree Requirement course list that should be highlighted in a template slot for the current catalog. [Please submit a change request form](#).



Searching for Students with Academic Plans

Popular Academic Planning Advanced Search queries:

- **Find all students WITHOUT an academic plan for the upcoming term**
- *Use Case:* Message or send an appointment campaign to students who need to complete academic plans for next term
 - Under "Academic Plan" enter the upcoming term in the "Student has Not Planned Terms (In any of these)"
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have not responded to your feedback
- **Find all students WITH an academic plan for an upcoming term**
- *Use Case:* Find students who have planned courses and provide feedback to individual students
 - Under "Academic Plan" enter the upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Check off "My Students Only" (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have responded to your feedback
- **Find students who did not register for 1 or more planned courses**
- *Use Case:* Identify students who, due to course availability or student inaction, did not register for a course on their academic plan
 - Under "Academic Plan" enter the current or upcoming term in the "Student has Planned Terms (In any of these)"
 - Select "Planned" in the "Course Status" field
 - Under "Enrollment History" enter the current or upcoming term in the "Enrollment Terms" field (use this to add students who did enroll in some courses)
 - Check off "My Students Only" (if applicable)