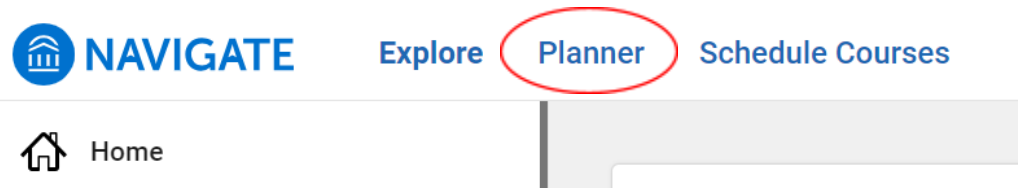


Navigate How-To Guide

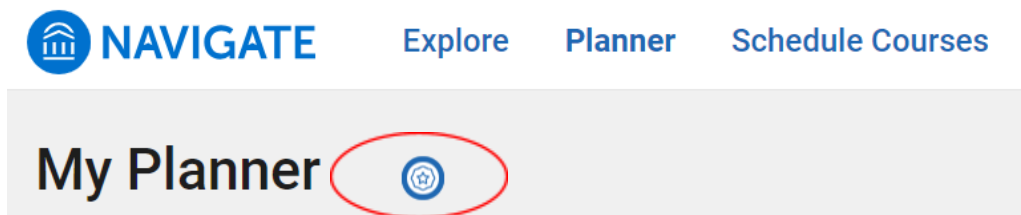
Next Generation Academic Planner (Student Guide)

How-To Access the Planner

→ Log in to Navigate Student- Click on **Planner**.



→ Upon accessing the planner for the first time, a short, animated tutorial will pop up to guide students through using the Planner. *This tutorial can be accessed anytime by clicking on the icon beside **My Planner**.*



→ Students will see the image below once the tutorial begins:



Hey There!

Welcome to Planner 🙌

Let's take a look around to see how you can start planning your upcoming terms in college.

1 of 7

Next

Skip Tour



How-To Plan Courses Using Templates

→ Once inside **My Planner**, you'll see a screen that looks like this:

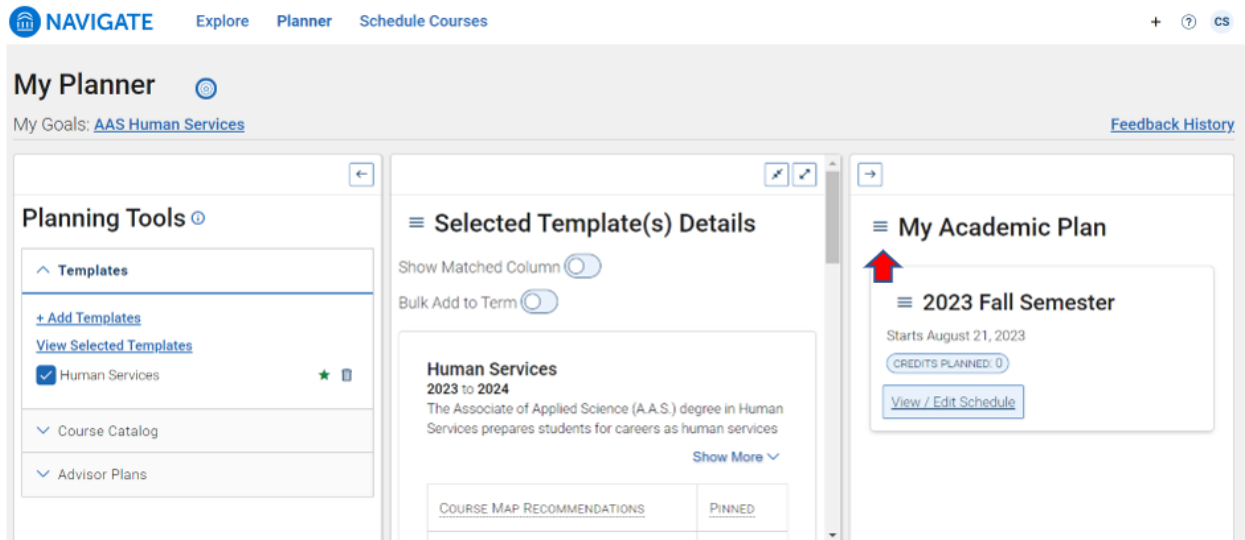
The screenshot shows the 'My Planner' interface. On the left, there are two callout boxes. The first, titled 'My Goals= Major(s) on file', has a red arrow pointing to the 'My Goals: AAS Human Services' text at the top of the planner. The second, titled 'Template= Guide of all courses needed for your major.', has a red arrow pointing to the 'Human Services' template selected in the 'Planning Tools' column. The main interface is divided into three columns: 'Planning Tools', 'Selected Template(s) Details', and 'My Academic Plan'. The 'Selected Template(s) Details' column shows the 'Human Services 2023 to 2024' template with a description and a 'Show More' button. The 'My Academic Plan' column is currently empty, indicating no terms have been added.

→ Select a template from the **Planning Tools** column. Click **View Selected Templates** to view the template that corresponds with the major(s) on file. You can choose to **Add Templates** to view the required courses for other majors.

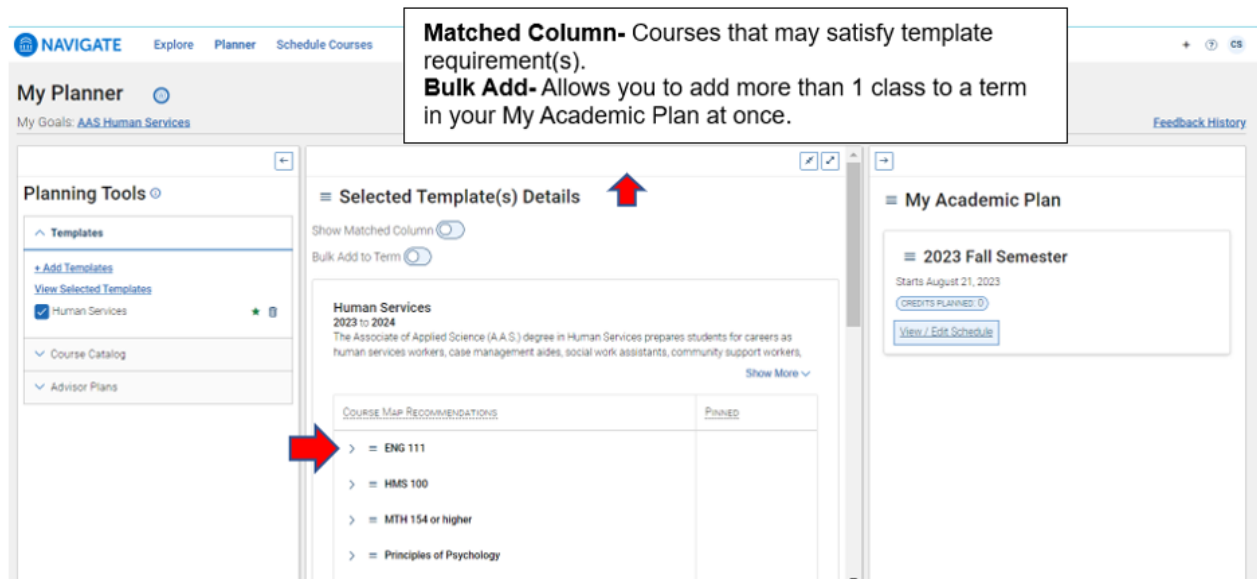
This screenshot is a more detailed view of the 'My Planner' interface. The 'View Selected Templates' button in the 'Planning Tools' column is highlighted with a red rectangle. The 'Selected Template(s) Details' column shows the 'Human Services 2023 to 2024' template with a description and a 'Show More' button. The 'My Academic Plan' column is empty, with a message stating: 'There are no current or future terms added to this plan yet. Add specific terms using the menu button above.'



→ Next, move over to **My Academic Plan** to add terms (semesters) to your plan. Click the hamburger icon to select terms to add, print, or show completed terms.



→ In the middle column, click the hamburger icon to select courses to add to your plan. *Note: If you've satisfied a course outside of what shows in Navigate you can select **Mark as Met**. However, be sure to consult with an Academic Advisor to confirm.*



→ Once you've selected the courses you want to take, repeat to continue planning additional terms. To schedule specific sections for the courses you've planned, click **'View/Edit Schedule'**.

The screenshot displays the 'My Planner' interface with the following sections:

- Planning Tools**: Includes 'Templates' (with '+ Add Templates' and 'View Selected Templates' links), 'Course Catalog', and 'Advisor Plans'. The 'Human Services' template is selected.
- Selected Template(s) Details**: Shows 'Human Services 2023 to 2024' with a description: 'The Associate of Applied Science (A.A.S.) degree in Human Services prepares students for careers as human services workers, case management aides, social work assistants, etc.' Below this is a table of course map recommendations:

COURSE MAP RECOMMENDATIONS	PINNED
> = ENG 111	✓ COLLEGE C...
> = HMS 100	✓ INTRODUCT...
> = MTH 154 or higher	✓ QUANTITAT...

- My Academic Plan**: Shows '2023 Fall Semester' starting August 21, 2023, with 12 credits planned. It lists four courses: 'ENG111 - College Composition I', 'HMS100 - Introduction To Human Services', 'MTH154 - Quantitative Reasoning', and 'PSY200 - Principles of Psychology'. A 'View / Edit Schedule' button at the bottom of the plan is highlighted with a red box.

