



NAVIGATE

NC STATE

Office of Advising Technology Training Schedule for Spring 2023

The Office of Advising Technology is excited to offer several group training sessions, including sessions of our Navigate Basics, our Maximizing Navigate series, and our bi-weekly Office Hours.

If the group training times do not work for your schedule or you would like to host a training session for your team, please contact Advising Technology at advising-technology@ncsu.edu.

Navigate Basics

Navigate NC State is an online platform that allows our staff and faculty to provide students with a continuity of care as they move through the University. The suite of tools can also be used to practice proactive advising in reaching and monitoring a target student population.

In this workshop, we will cover the basics of Navigate NC State including accessing Navigate, viewing the student profile, integrating Navigate with your calendar, setting appointment availability in Navigate and documenting interactions with students.

This workshop counts as an elective for those completing the [Advisor Development Institute Certificate](#).

In this workshop, attendees will:

- **Access Navigate NC State** via MyPack and directly.
- View and understand key information presented on the **staff home page** and **student profile** in Navigate.
- Complete the process to **sync NC State Google Calendar** with Navigate NC State.
- Create **appointment availability** within Navigate NC State.
- **Document interactions** with students via the Appointment Summary and Notes features.

Workshop Schedule:

- Wednesday, January 18, 2023 from 10:00 AM - 11:00 AM (online)
- Monday, February 6, 2023 from 2:00 PM - 3:00 PM (online)

[CLICK HERE to register for a Navigate Basics workshop](#)



Maximizing Navigate

Workshops in our Maximizing Navigate series will highlight a specific feature and focus on how you can 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.

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.

In this workshop, attendees will:

- Create a student list via the Advanced Search feature in Navigate.
- Develop and launch an Appointment Campaign in Navigate
- Edit an active appointment campaign
 - Add/remove students
 - Associate eligible appointments with the Campaign
- Monitor appointment campaign metrics from the campaign page

Workshop Schedule:

- Tuesday, January 31, 2023 from 10:00 AM - 11:00 AM (online)
- Friday, February 24, 2023 from 11:00 AM - 12:00 PM (online)

[CLICK HERE to register for a Maximizing Navigate: Appointment Campaigns workshop](#)

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.

In this workshop, attendees will:

- Create a student list via the Advanced Search feature in Navigate.
- Develop and launch a Messaging Campaign in Navigate
- Edit an active messaging campaign
 - Add/remove students
- Monitor messaging campaign metrics from the campaign page



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Workshop Schedule:

- Thursday, January 26, 2023 from 11:30 AM - 12:30 PM (online)
- Thursday, February 14, 2023 from 2:00 PM - 3:00 PM (online)

[CLICK HERE to register for a Maximizing Navigate: Messaging Campaigns workshop](#)

Enrollment Campaigns

In this workshop, we will cover how to use Navigate NC State Enrollment Campaigns to strategically reach out to a specific group of students and encourage them to enroll in an upcoming term.

In this workshop, attendees will:

- Create a student list via the Advanced Search feature in Navigate.
- Develop and launch an enrollment Campaign in Navigate
- Edit an active enrollment campaign
 - Add/remove students
- Monitor enrollment campaign metrics from the campaign page

Workshop Schedule:

- Tuesday, March 14, 2023 from 1:30 PM - 2:30 PM (online)

[CLICK HERE to register for a Maximizing Navigate: Enrollment Campaigns workshop](#)

OAT Office Hours

The Office of Advising Technology offers Office Hours bi-weekly throughout the semester. These are loosely structured topic based sessions where the Advising Technology team will share updates, highlight various Navigate features, and answer questions from campus users.

Office Hours Schedule:

- Friday, January 6, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, January 20, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, February 3, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, February 17, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, March 3, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, March 17, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, March 31, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, April 14, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)
- Friday, April 28, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)



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- Friday, May 12, 2023 11:00 AM - 12: 00 PM [join us via Zoom](#)

Using Technology to Work Smarter

Join the Office of Advising Technology to learn how the College of Education's advising program works smart by leveraging resources from SIS, Navigate, and Excel/Google Sheets to review advisees schedules and records thus minimizing advising issues and oversights. Amanda Beller, Director of Advising for the College of Education, will also describe her team's plan and timing of pulling and reviewing documents, as well as the protocols they have in place for doing so.

This workshop will be interactive and attendees should bring their own laptops to the session if possible. Participants will follow along in SIS, Navigate, and Google Sheets to learn about useful SIS queries, Navigate reports, and features in Excel/Google Sheets. Additionally, there will be time at the end of the session for participants to share their own resources, experiences, tips, and tricks.

Workshop Schedule:

- Thursday, April 13, 2023 from 2:00 PM - 3:30 PM
Location: DH Hill Library - East Learning Lab B (2113)

[CLICK HERE to register for a Using Technology to Work Smarter workshop](#)