

Faculty Home Overview

EAB Navigate is a Student Success software that will help you submit Academic Concern cases for your students, conduct outreach for your department or advisees, and even provides a place for you to post your office hours/faculty advising hours online for students to sign up for.

For your students Navigate connects them to a variety of support services here on campus including tutoring, academic advising, the LAKER Connection programs, and more.

1. Open Navigate up by using the Login button at gvsu.edu/navigate



Grand Valley State University has partnered with the [Educational Advisory Board](#) (EAB) to bring you Navigate, a student success software that assists with appointment making and access to services on campus. Navigate will be implemented throughout GVSU's campuses and services over the next year and the primary goals for this implementation is to create a one-stop-shop for students to be able to access services with greater ease. Navigate also provides a better platform for Faculty and Staff at GVSU to be able to serve and assist the students at GVSU.

Navigate utilizes GVSU's Single Sign-On process, which means that whether you're a Faculty, Staff, or Student, you'll be able to access by using the below Login.



2. From the home screen you'll be able to swap between "Staff Home" and "Professor Home"

Staff Home – Will contain a list of your Major/minor assigned advisees and any additional assigned advisees such as Student Success Network students.

Professor Home – Will contain a list of your students in your courses.

The screenshot shows the Navigate software interface for Grand Valley State University. At the top, there is a navigation bar with the 'NAVIGATE' logo and a 'Quick Search' field. Below the navigation bar, there is a sidebar with various icons. The main content area is titled 'Staff Home' and has a dropdown menu with 'Professor Home' as an option. Below this, there are filters for 'List Type' (Assigned Students), 'Term' (Winter 2022 (Current ...)), and 'Relationship Type' (All Relationship Types). A table of 'Assigned Students' is displayed with columns for 'STUDENT NAME', 'ID', 'STUDENT LIST', 'CUMULATIVE GPA', and 'PREDICTED SUPPORT LEVEL'. The table contains four rows of data. To the right of the main content area, there are two panels: 'Actions' with options like 'I want to...', 'Issue an Alert', 'Create a New Student', and 'Upload Profile Picture'; and 'Quick Links' with options like 'Take me to...', 'Schedule a General Event', 'Manage Assignments', and 'School Information'. A blue arrow points to the 'Staff Home' dropdown menu.

STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL
	1		1.729	Moderate
	2		3.350	Low
	3		3.720	Low
	4		2.200	Moderate

- From either home you can also “Issue an Alert” for students in your courses or advisees (see the [Alerts Guide](#))

Alerts in Navigate are for undergraduate student class concerns, if your concern is regarding student well-being, resource related, or a graduate student, please use a CARE report at <https://www.gvsu.edu/care/>

The screenshot shows the 'Staff Home' page in the Navigate system. The 'Assigned Students' section is active, displaying a table of students with columns for Student Name, ID, Student List, Cumulative GPA, and Predicted Support Level. The 'Actions' menu is open, and a blue arrow points to the 'Issue an Alert' option.

ALL	STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL
<input type="checkbox"/>	1	[REDACTED]		1.729	Moderate
<input type="checkbox"/>	2	[REDACTED]		3.350	Low
<input type="checkbox"/>	3	[REDACTED]		3.720	Low
<input type="checkbox"/>	4	[REDACTED]		2.200	Moderate

- If you are looking for a particular list of students you can use the “My Assigned” lists to filter down to a particular group of students, and to view your advisees for this semester or all your assigned advisees.

The screenshot shows the 'Staff Home' page in the Navigate system. The 'Assigned Students' section is active, displaying a table of students with columns for Student Name, ID, Student List, Cumulative GPA, and Predicted Support Level. The 'Actions' menu is open, and a blue arrow points to the 'Issue an Alert' option.

ALL	STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL
<input type="checkbox"/>	1	[REDACTED]		1.729	Moderate
<input type="checkbox"/>	2	[REDACTED]		3.350	Low
<input type="checkbox"/>	3	[REDACTED]		3.720	Low
<input type="checkbox"/>	4	[REDACTED]		2.200	Moderate

- You can interact with your assigned students by selecting an individual student or checking select all and using the “Actions” menu.

If you're trying to interact with your full list please note that when selecting all you need to click the blue "Select all..." message at the top of the list that will appear if you have greater than 100 students in that particular list.

Staff Home ▾

Students | Appointments | My Availability | Appointment Queues

Assigned Students

List Type: Assigned Students ▾ Term: Winter 2022 (Default ... ▾ Relationship Type: SSN Faculty Partner ▾

Actions ▾

100 items on this page are selected. [Select all 575 items.](#)

<input checked="" type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT LEVEL	CATEGORY	AT F
1. <input checked="" type="checkbox"/>							N
2. <input checked="" type="checkbox"/>							N

6. You can send out a message to your students or even click on an individual student to view their profile when working/advising with them.

****Navigate is meant to send out communications related to Advising and supporting students, but not a means to find participants for research. If you are trying to send out research related opportunities, please continue to work with Institutional Research and Compliance.**

Actions ▾

- Send a Message to Student
- Create Ad hoc Appointment Summary
- Schedule Appointment
- Note
- Issue Alert
- Add to Student List
- Show/Hide Columns
- Export Results

7. You are also able to set appointment availability in Navigate to learn more about that please see the availability guide at gvsu.edu/navigate in our resources tab.