Preparation for Your Student Appointment in Navigate

1. Click on the student's name under the “upcoming appointments” tab or use the general search at the top right of the screen.

Staff Home ▼

Upcoming Appointments

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Service</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/27/2019</td>
<td>10:30a-11:00a</td>
<td>Change My Major</td>
<td>Either switching to a general music major with ...</td>
</tr>
</tbody>
</table>

2. The Overview tab has a lot of important information for you to use to understand where your student may be academically when they arrive in your office.
3. Scroll down on the page, and click the toggle button for “student view.” Be sure to do this before showing the student the Overview tab. “We don’t want to show the student the “risk score” and we don’t want students to associate that with anything negative. That score is used to help advisors do additional outreach to students who are in the moderate to high risk scores.

4. Under the “Categories” section of the Overview tab, you can view important information regarding the student in one location. This provides an opportunity to talk about dean’s list, academic standing, if there is a FERPA on file, or any holds on their record.
5. Go to the History Tab and view the most recent advising appointment by clicking on the arrow, and if there were notes from a previous appointment, there will be an option to click on "View Report."

6. A new box will pop up with notes from the previous appointment summary. You are able to refresh your memory of what the last meeting was about, which in turn makes it easy to transition into the conversation for the current appointment you are having with the student. These notes are visible to students as well.

7. Under the Class Info tab, data displays from Campus Connection for ease of advising. You can view previous semester’s info by scrolling down and get details by clicking the arrow that appears after the term.
8. You can view previous semester’s info by scrolling down and get details by clicking the arrow that appears after the term.

9. You can view transfer work, as well as ACT scores, AP credit, NDSU Math Placement scores, as well as high school information.