

# Navigate

**How to Access** – on the Pipeline home page, click on Navigate under the “Employee Resources” menu and follow the prompts to log in using your single sign ([username@mtsu.edu](mailto:username@mtsu.edu)).

## The Home Screen

- Assigned Students – students assigned to an advisor via SGAADVR in Banner (doesn't typically apply to minors)
- Reminders – you can create and delete
- Reporting – this is where your recent appointment summaries are kept.
- Scheduling Functions – “Upcoming Appointments” and “My Availability” – not typically used by faculty advisors.

## Student Profile

- **Overview** – shows courses with D/F, repeats, W's, Institutional GPA, earned credits, completion percentage (institutional only), M# and contact info.
  - “Student View” feature (lower right hand corner) alters display to omit certain risk factors and some contact info.
  - The clickable links on the right hand menu allow you to:
    - message the student (email or text)
      - If overused, texts will become ineffective. Please use this tool judiciously. Also, in order to comply with FERPA guidelines, no identifying, personal, or educational record-related information is permissible.
        - Compliant: Midterm grade reports have recently been released. Please log in to Pipeline to view your progress to date. I am available to discuss your performance, feel free to call, email, or schedule an appointment.
        - In Violation: Midterm reports show that you are currently at risk to fail MATH 1010 and ENGL 1010. Please contact me asap to work on a performance improvement plan.
    - add a note or appointment summary
    - add to watch list
    - create a reminder
    - schedule an appointment
  - **Advisors** will show both in the “Your Success Team” window and under the major designation, **tutors** will eventually show here as well

- Categories list pertinent student info such as veteran status, first generation, prescribed courses, etc.
- “Additional Info” – ranks projected student success based on performance to date.
- **Student Info** (under the profile picture) displays M#, email, phone, and address
- **Success Progress** shows major or departmental benchmarks that have been identified as important for completion and provides graphical analysis of GPA and credits earned over time.
- The **“Reports and Notes”** tab is a quick way to review appointment summaries and general student notes. As a rule, appointment summaries are used to make notes about advising meetings (the more detailed the better), and the “notes” category is used for general notes (placement test scores, alternate phone number, etc.)
  - “Care Units” – refers to the type of appointment, advising, tutoring, etc. Right now only advisors use the platform extensively, but if future use expands it will be helpful to be able to filter the types of appointment notes you see.
- **“Class Info”** shows a student’s academic record to date including currently enrolled courses. In most instances, test scores (AP, ACT, SAT, FOLA placement) may be seen at the very bottom of the course history.
  - Under the “actions” menu in the “classes this term” block, you may send messages to one or all professors.
  - Under “Term Details”, the clickable dropdown arrow for each semester will show term and cum. GPA, credits earned, and completion percentage. Most of this is included also in the Term at a glance statistic to the right, which also includes Academic Standing. Since the GPA used is institutional only, this feature should not be used to calculate candidacy or some forms of scholarship eligibility, like HOPE.
- **Major Explorer** – This is designed to help students look at different major and job possibilities.
- Under **“More”** you can view a student’s calendar, review conversations you’ve had via the platform, and see upcoming appointments. You may also review and access any communication you or other advisors have had via the platform, including both texts and emails that were sent through the platform including automated messages like appointment reminders.

### **Other Menu Functions**

- Conversations (envelope icon) – keeps a record of all messages sent from your account to all recipients.
- Calendar – displays your upcoming events (linked to your account via outlook)
- Campaigns (graph icon) – review or create specific advising or outreach campaigns
- Reminders (push pin icon) – review and/or clear reminders

## Lists and Searches

- Two basic functions – “Watch Lists” and “Saved Searches”
- Watch lists may be uploaded from an existing excel file, created via search, or students may be added to a specific watch list from the overview page or the student profile page.
- “Saved Searches” are the easiest way to use multiple parameters to highlight a student group that may then be “saved” as a search list or saved to a watch list. The search parameters are saved and may be duplicated or updated every semester.

- Examples

- **Application for Teacher Ed Check**
- Use “Show Advanced Filters”
- Select term in “Enrollment History” (Spring 19)
- Define College, Major, and Concentration (if required) under “Area of Study” (CLA, Music, IMED & VOGÉ)
- Under “Performance Data” set parameters on GPA and/or hours completed (GPA of at least 2.75 – 30 hours completed)
- Use “Course Data” to select students who have either registered or not registered for a specific course within a range of semesters. (No YOED 2500 registration from Fall 15 to present)
  
- **Curricular Assessment** (compile data on course and enrollment trends, PS internships in this instance)
- Enrollment history – enrollment from Fall 15 to present.
- Course Data – select course (PS 4290, 4360, 4270, 4040)
- Modify search and update course parameters
- Option to toggle to “not registered” to identify potential registrants.

- **Enrollment Progression Check** (senior seminar, capstone, etc., THEA 4990 in this instance)
  - Enrollment in Spring 19
  - Select College and Major
  - Select minimum credits earned
  - Select specified course THEA 4900, and choose not registered for given term Spring 19
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- **Identify Double Majors** (World Languages – still listed as FOLA)
  - Enrollment in Spring 19
  - Select Major only, but not college
  - Under “Major” heading, **all** majors will show