NAVIGATE
STUDENT MANUAL

For staff and faculty looking to access Navigate, please visit:
uww.edu/advising/navigate/navigate-staff

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DOWNLOADING NAVIGATE

Why should I download the Navigate App?
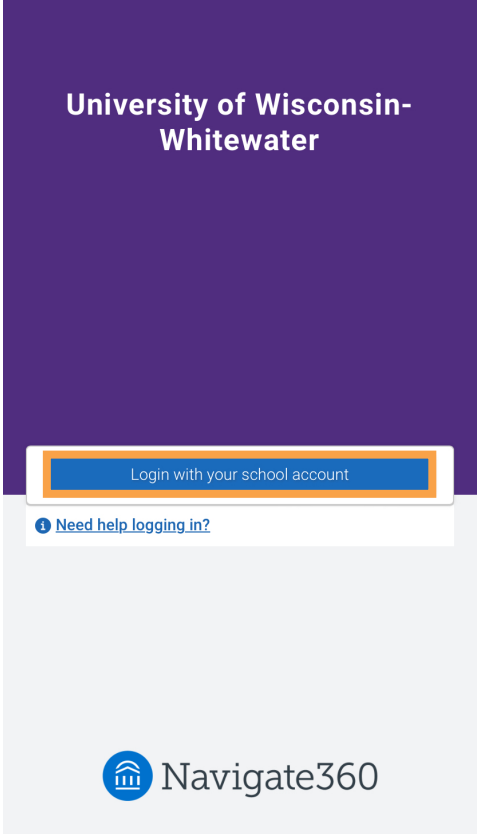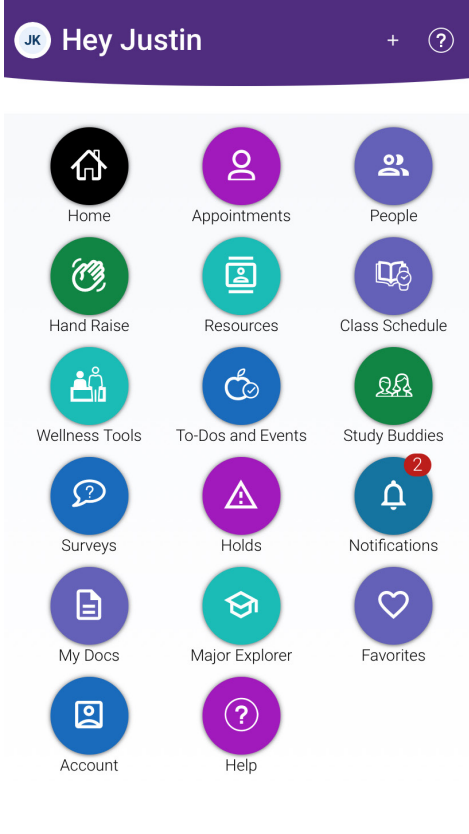
Download the Navigate app to **effortlessly manage your college life!** With the app, you can schedule appointments, find study buddies, and raise your hand whenever you need extra help.

How to Download the Navigate App

Note: *the following workflow shows download steps for an Apple (or iOS) product.*

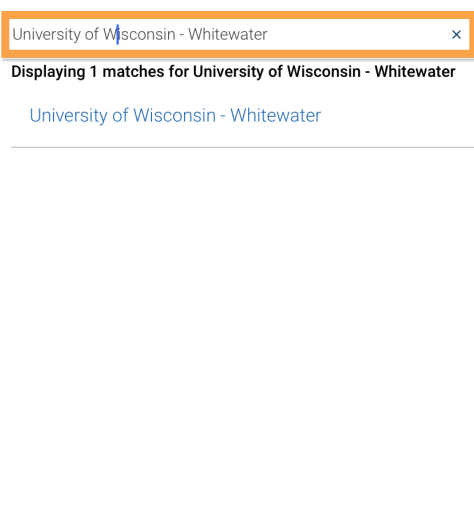| STEP ONE	STEP TWO	STEP THREE
Open your app store and search **Navigate Student.**	Click on the app and then select **Get** or **Download** to begin the download process.	In the **Type Here to Search** box, look up **UW-Whitewater,** then select our school.

DOWNLOADING NAVIGATE

STEP FOUR

University of Wisconsin-Whitewater

Login with your school account

ⓘ Need help logging in?

🏛 Navigate360

After selecting our school, you will log in using **your UW-W Net ID and password.**

STEP FIVE

JK Hey Justin   +   ⓘ

🏠 Home	👤 Appointments	👥 People
🤚 Hand Raise	🖥 Resources	📖 Class Schedule
🧑‍🏫 Wellness Tools	🍎 To-Dos and Events	👥 Study Buddies
💬 Surveys	⚠️ Holds	🔔 Notifications
📄 My Docs	🎓 Major Explorer	♡ Favorites
🪪 Account	❓ Help	

Congrats! You've successfully downloaded and logged into the Navigate App.

Frequently Asked Questions

Is there a tutorial available to help me navigate the app?

Visit **uww.edu/advising/navigate/navigate-students** for *Helpful Links* to *How-To* documents, as well as a link to the desktop version of the app.

Why can't I log in?

Navigate is only available to undergraduate students at UW-W. Graduate students will not be able to log in to the Navigate student app or desktop site.

ACCESSING THE DESKTOP APP

STEP ONE
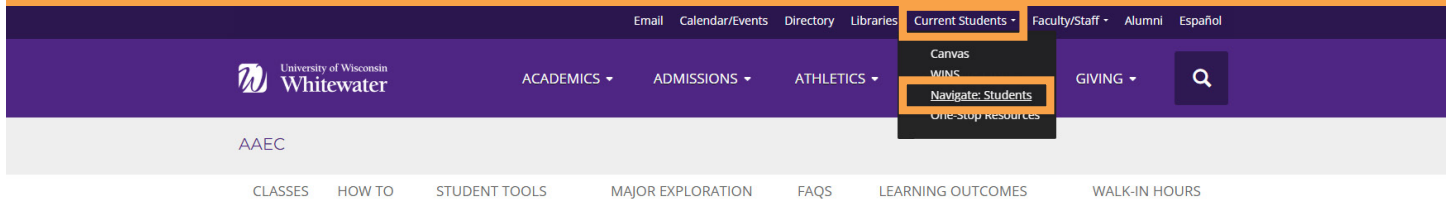
Open **uww.edu** in a browser and select *Navigate: Students* from the *Current Students* dropdown.

STEP TWO

Once on the UW-Whitewater Navigate landing page, click on **Log Into Navigate Student Here.**
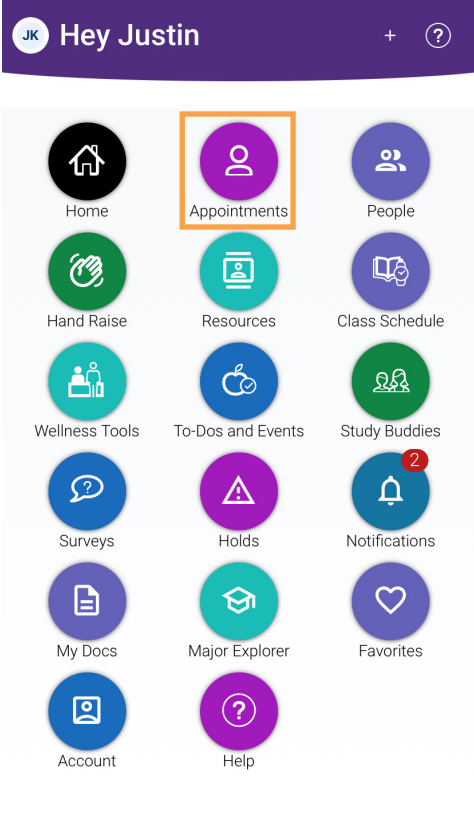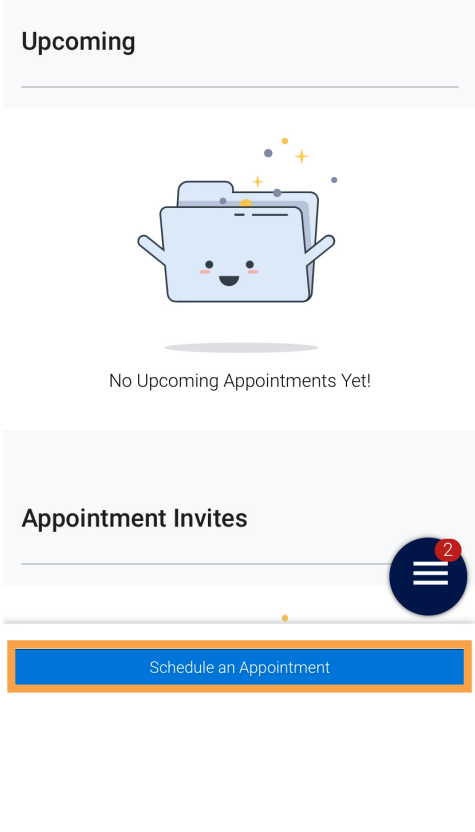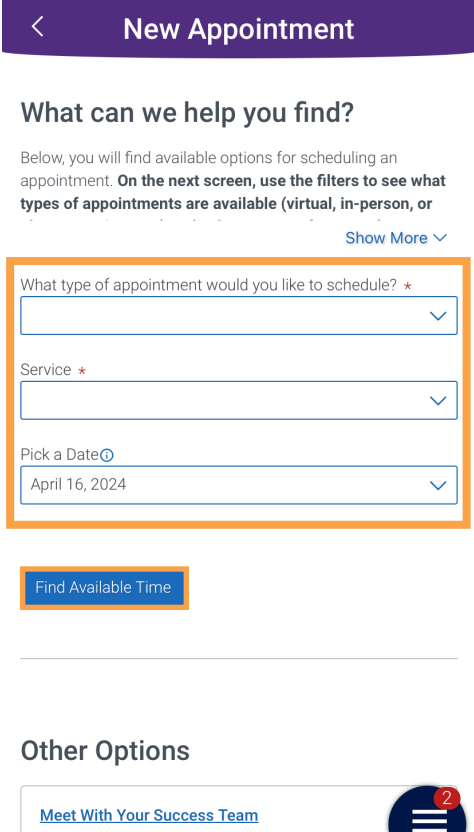
APPOINTMENTS FEATURE

What is the Appointments feature?

Students can **make appointments** with a variety of offices on campus through the *Appointments* icon in the Navigate Student mobile app or desktop site.

How to Use the Appointments Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE

STEP ONE

JK Hey Justin   + ?

Home	Appointments	People
Hand Raise	Resources	Class Schedule
Wellness Tools	To-Dos and Events	Study Buddies
Surveys	Holds	Notifications (2)
My Docs	Major Explorer	Favorites
Account	Help	

Open your Navigate app and select the **Appointments** icon on the home page.

STEP TWO

Upcoming

No Upcoming Appointments Yet!

Appointment Invites

(2)

Schedule an Appointment

Next, select **Schedule an Appointment** at the bottom of the screen.

STEP THREE

< New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. **On the next screen, use the filters to see what types of appointments are available (virtual, in-person, or...**

Show More ∨

What type of appointment would you like to schedule? *

Service *

Pick a Date ⓘ

April 16, 2024

Find Available Time

Other Options

Meet With Your Success Team   (2)

Select appointment details, and then **Find Available Time.**

APPOINTMENTS FEATURE

STEP FOUR

< **New Appointment** ▽

🔒 ADVISING   🔒 ACADEMIC AND/OR SCHEDULE QUESTIONS

SW   **Susie Warhawk**

CoBE Advising and Career Center

The CoBE Advising and Career Center supports students who have earned more than 24 credits with a declared CoBE major for academic advising. Drop-in advising is available for CoBE students at this location. For more information visit **https://uww.edu/cobe/bachelors.**
Career Services for all CoBE students is located in Hyland Hall 1200 as well. We offer individual career advising appointments on topics like resumes, interviews, job/internship searching and more. For more information about our services, please visit
https://www.uww.edu/career.

| Tue, Apr 23rd |
| 8:30 - 9:00 AM |

| Wed, Apr 24th |
| 8:30 - 9:00 AM | 9:30 - 10:00 AM | 3:30 - 4:00 PM |

| Thu, Apr 25th |

≡ ②

Availability will pop up for the meeting. **Select the time/ date** that works best for you.

STEP FIVE

< **Review Appointment Details and Confirm**

Details
For in-person appointments: come to Hyland 1200 and check in with the student worker at the front desk.
For a virtual meeting: click this link when you are ready to join the meeting -
https://uww.webex.com/meet/warhawks

How would you like to meet? ∗
[Search by type   ⌄]
You are seeing the meeting types available for this time slot.

Would you like to share anything else?
[Add your comments here   ]

Email Reminder
☑
Reminder will be sent to   @uww.edu

Text Message Reminder
☑

Phone Number for Text Reminder
[   ]

[Schedule]

≡ ②

Select the meeting type and add any comments. Then, click **Schedule.**

STEP SIX

Success!

Appointment Scheduled
Great job scheduling your appointment!

≡ ②

Congrats! You scheduled an appointment via Navigate.

Frequently Asked Questions

Can I cancel or reschedule my appointment?

Yes! Click on the *Appointments* icon, select an upcoming appointment, then choose *Cancel Appointment* at the bottom of the *Appointment Details*. Select a *Reason* and click *Cancel Appointment*.

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APPOINTMENTS FEATURE

Frequently Asked Questions

Why can't I see my advisor (or other connection on campus)?

Some individuals may not have appointments available in Navigate during the times when you are free. You will not typically be able to schedule appointments during your class times. If you do not see the individual you are looking to meet, it's best to reach out to them directly via email or talk to them after class.

Many staff members from the following areas have appointments available in Navigate: Advising, Career Services, Financial Literacy, TRIO and Support Programs, Library Research Help, Student Activities & Involvement, Success Coaching, Tutoring, and University Housing. This list is always growing as we bring more campus resources into Navigate.
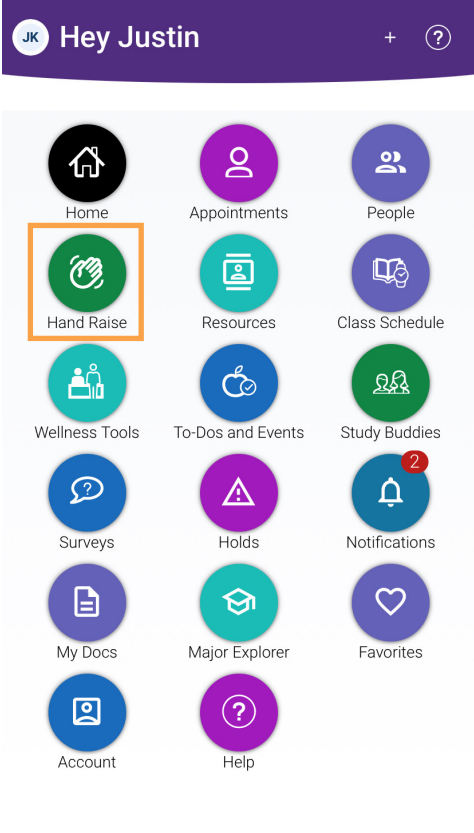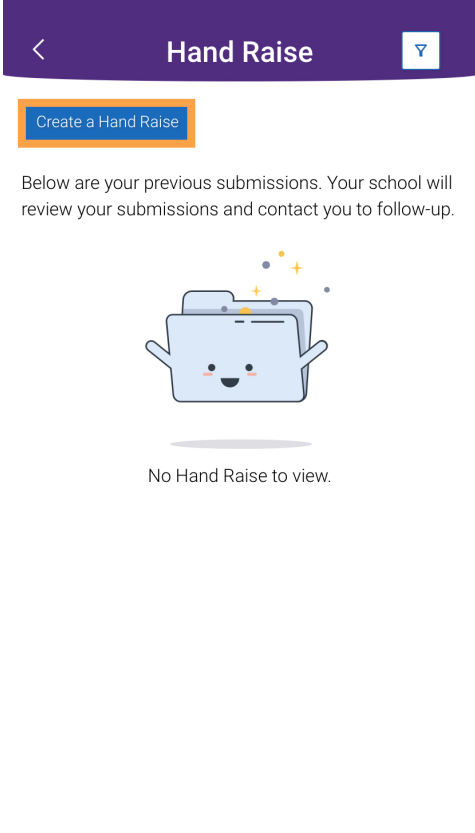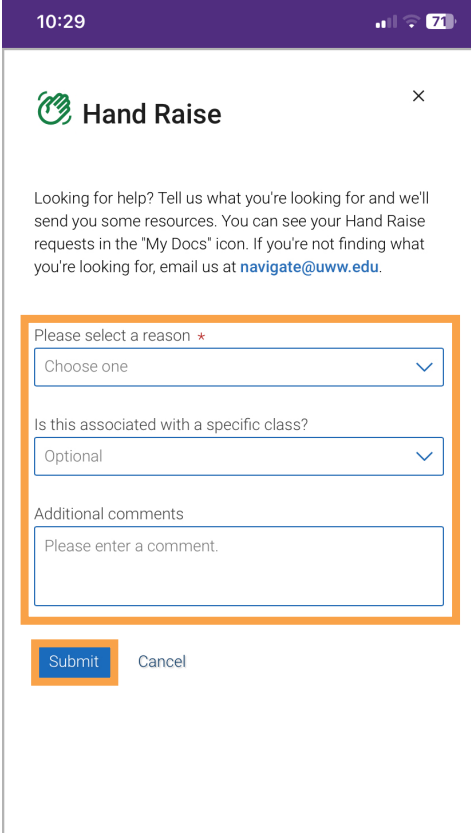
HAND RAISE FEATURE

What is the Hand Raise feature?

Navigate's newest feature, Hand Raise, allows you to request an email with additional information about campus resources on a variety of topics to **help you succeed** in college.

How to Use the Hand Raise Feature

Note: *the following workflow shows the process via the mobile app.*

STEP ONE	STEP TWO	STEP THREE
JK Hey Justin + ?	‹ Hand Raise ▽	10:29 ▪️📶 71
Home Appointments People **Hand Raise** Resources Class Schedule Wellness Tools To-Dos and Events Study Buddies Surveys Holds Notifications ② My Docs Major Explorer Favorites Account Help	Create a Hand Raise Below are your previous submissions. Your school will review your submissions and contact you to follow-up. No Hand Raise to view.	👋 Hand Raise ✕ Looking for help? Tell us what you're looking for and we'll send you some resources. You can see your Hand Raise requests in the "My Docs" icon. If you're not finding what you're looking for, email us at **navigate@uww.edu**. Please select a reason ✱ Choose one ⌄ Is this associated with a specific class? Optional ⌄ Additional comments Please enter a comment. Submit Cancel
Open your Navigate app and select the **Hand Raise** icon on the home page.	Next, select **Create a Hand Raise** at the top of the screen.	Select the information you would like to receive and then click **Submit.**

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HAND RAISE FEATURE

Frequently Asked Questions

Who receives notifications when I raise my hand?

If you choose *I'd like staff to contact me about something not listed*, the Navigate app administrator on campus will reach out to see if they can help connect you with other UW-W resources. The other Hand Raise options will automatically send you an email with suggested resources, so no specific staff person is notified.

PEOPLE FEATURE

What is the People feature?

Navigate's People feature allows you to find who your connections are on campus during your time at UW-Whitewater. You will find instructors, advisors, and other staff, as well as how to connect with them.

How to Use the People Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE

STEP ONE

JK Hey Justin   + ?

Home	Appointments	People
Hand Raise	Resources	Class Schedule
Wellness Tools	To-Dos and Events	Study Buddies
Surveys	Holds	Notifications (2)
My Docs	Major Explorer	Favorites
Account	Help	

STEP TWO

< Resources

Type to search people   ✕   Search

Instructor >

Coach >

Career Services Staff >

Advisor >

STEP THREE

< Advisor

SW **Warhawk,** Susie
Advisor

Open your Navigate app and select the **People** icon on the home page.

Select the type of staff you want to see. For this example, we will click the advisor tab.

Select an individual to see contact information.

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PEOPLE FEATURE

STEP FOUR

<   Connect

SW

Susie Warhawk

Advisor

✉ Mail   📞 Call

Schedule an Appointment

Email

warhawks@uww.edu

Locations

ⅴ CoBE Advising and Career Center

> You may have the option to schedule an appointment with certain staff.

STEP FIVE

✉ Mail   📞 Call

Schedule an Appointment

Email

warhawks@uww.edu

Locations

⌃ **CoBE Advising and Career Center**

Appointment

Days and Times

January 23, 2023 to September 01, 2024

Mondays	8:30am - 4:00pm
Tuesdays	8:30am - 4:00pm
Wednesdays	8:30am - 4:00pm
Thursdays	8:30am - 4:00pm
Fridays	8:30am - 4:00pm

Services

Academic and/or Schedule Questions, Academic Standing / Probation, Course Planning, Getting Involved, Graduation Planning, Holds, Major & Career Information/Exploration, Major/Minor Changes, Personal Matter, Transfer Advising

> For more about locations, **click the dropdown** to see hours, services, and room numbers!

Frequently Asked Questions

Who will I see in this section?

You may see the following types of people listed, depending on the connections you have with various staff across campus: Advisors, Instructors, Career Services Staff, Resident Assistant, Complex Director, Assistant Complex Director, Peer Mentor, Coach, and a few other program-specific individuals. This list is subject to change, based on your connections on campus and new staff members that we bring into Navigate.
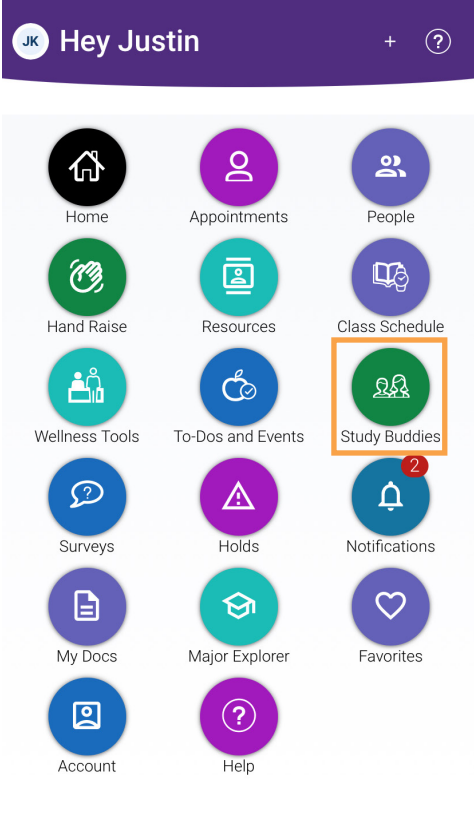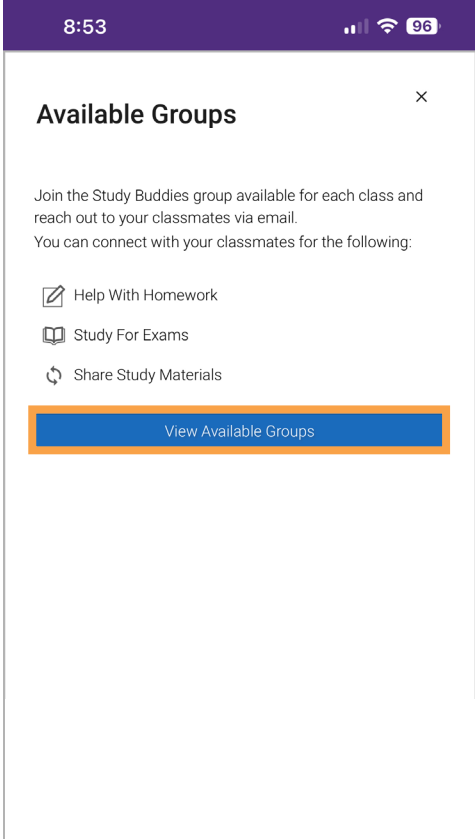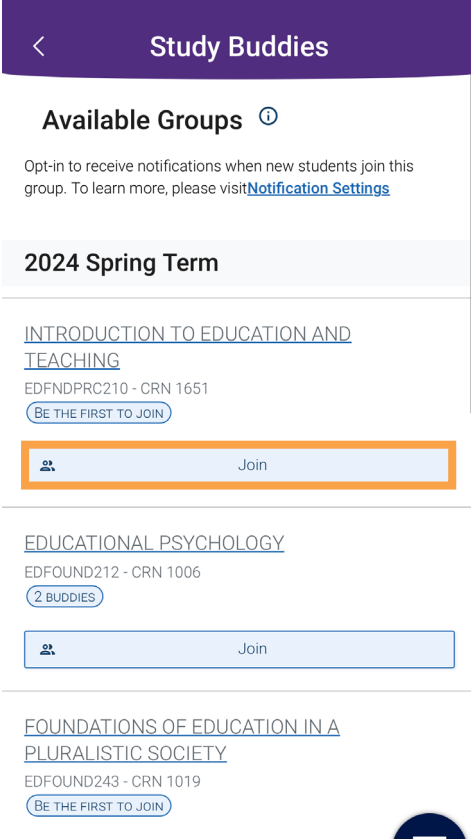
STUDY BUDDIES FEATURE
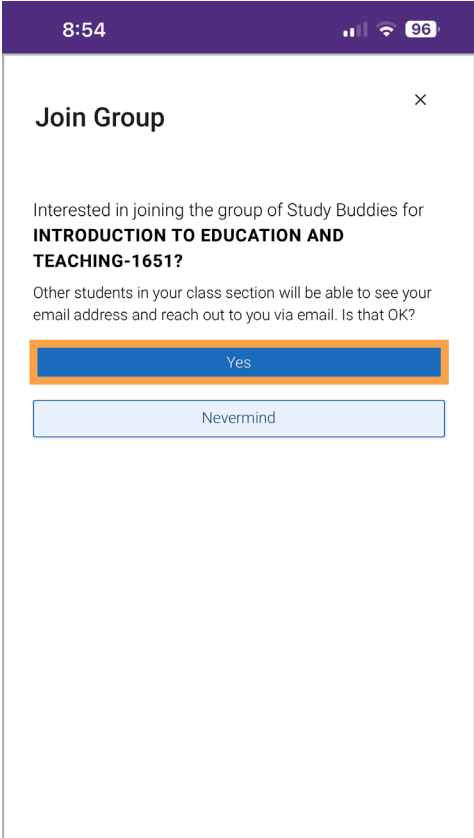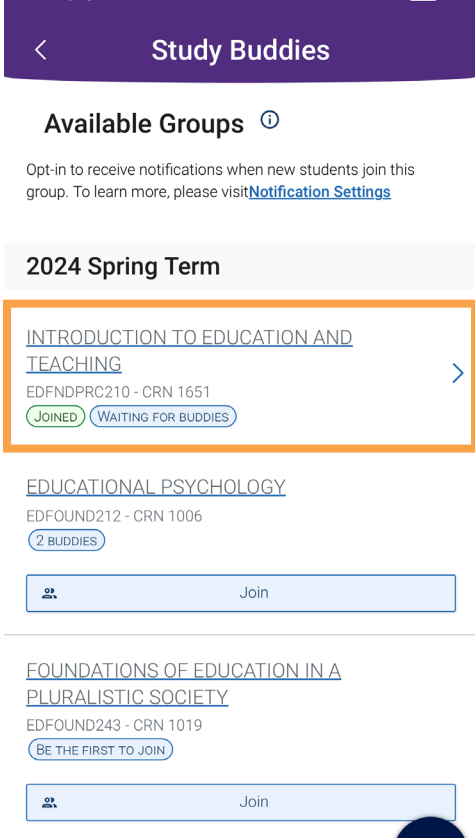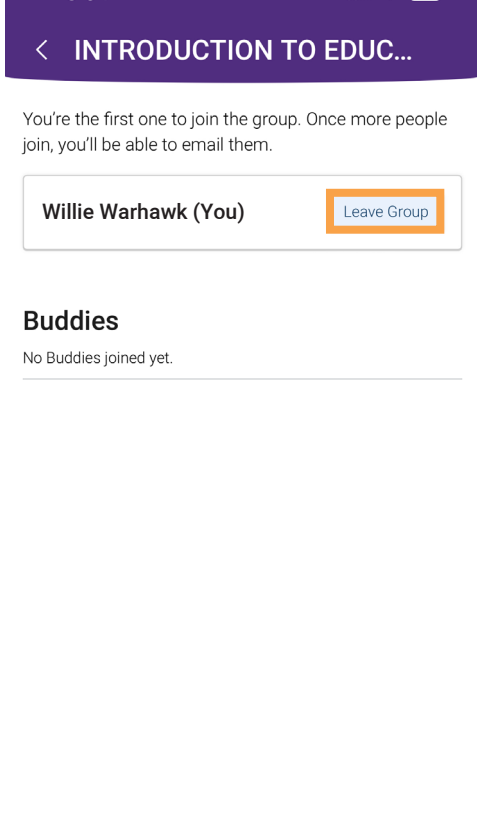
What is the Study Buddies feature?

Study Buddies allows students to opt in to see which classmates are interested in connecting or studying together outside of class.

How to Use the Study Buddies Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE

STEP ONE

Open your Navigate app and select the **Study Buddies** icon on the home page.

STEP TWO

Next, click on **View Available Groups.**

STEP THREE

Select a class where you want to find study buddies and click **Join.**

STUDY BUDDIES FEATURE

STEP FOUR

8:54

Join Group ✕

Interested in joining the group of Study Buddies for **INTRODUCTION TO EDUCATION AND TEACHING-1651?**

Other students in your class section will be able to see your email address and reach out to you via email. Is that OK?

[Yes]

[Nevermind]

Select **Yes** to join the group.

STEP FIVE

‹ Study Buddies

Available Groups ⓘ

Opt-in to receive notifications when new students join this group. To learn more, please visit **Notification Settings**

2024 Spring Term

INTRODUCTION TO EDUCATION AND TEACHING
EDFNDPRC210 - CRN 1651
(JOINED) (WAITING FOR BUDDIES) ›

EDUCATIONAL PSYCHOLOGY
EDFOUND212 - CRN 1006
(2 BUDDIES)

[👥 Join]

FOUNDATIONS OF EDUCATION IN A PLURALISTIC SOCIETY
EDFOUND243 - CRN 1019
(BE THE FIRST TO JOIN)

[👥 Join]

Congrats! You have joined a group. If you ever want to leave, **click on the class.**

STEP SIX

‹ INTRODUCTION TO EDUC...

You're the first one to join the group. Once more people join, you'll be able to email them.

Willie Warhawk (You)   [Leave Group]

Buddies
No Buddies joined yet.

To leave the group, select **Leave Group.**

Frequently Asked Questions

Can I message potential study partners directly through the Study Buddies feature in the app?

No, the messaging does not take place directly in the Navigate app. From the Study Buddies feature you can select classmates to email, and then an email app or desktop site (Outlook for UW-W) will open to send the email.