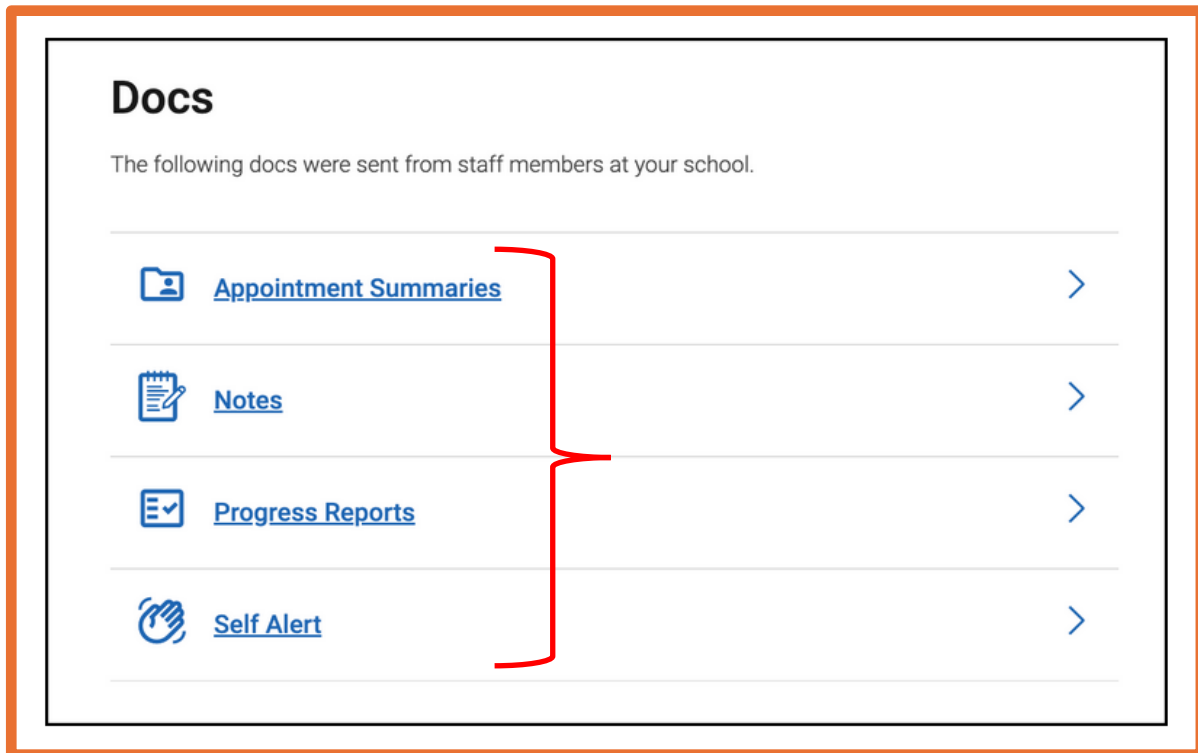


Navigate: My Docs Feature

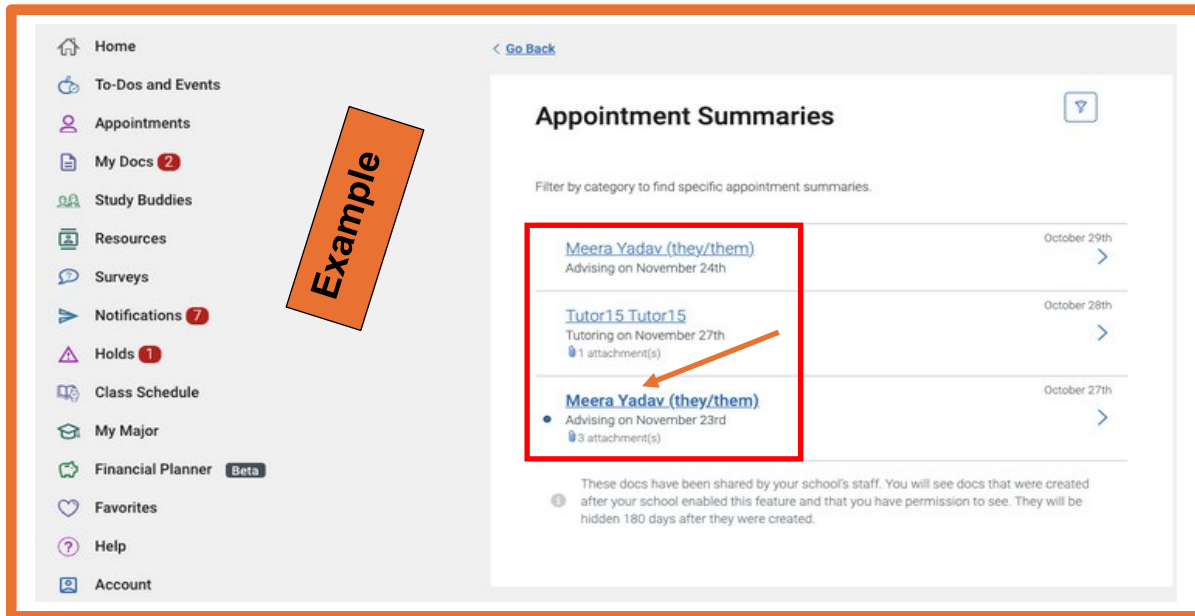
My Docs lets students see the following:

1. Appointment Summaries
2. Notes
3. Progress Reports
4. Self Alert (**Hand Raise**). **Please Note:** Currently, the Hand Raise feature is not implemented in Navigate360.

Permissions for viewing Appointment Summaries, Notes, or Progress Reports are dependent on how your institution has User Roles configured in the Navigate360 staff platform.



If the student clicks on a type of report on the main **Docs** page, a list of the type of document appears. For example, if the student clicks **Appointment Summaries**, a list of appointment summaries staff have made visible to the student displays. **Note: Not all Appointment Summaries are made visible to students.**



Example

[Go Back](#)

Appointment Summaries

Filter by category to find specific appointment summaries.

Meera Yadav (they/them) Advising on November 24th	October 29th	>
Tutor15 Tutor15 Tutoring on November 27th 1 attachment(s)	October 28th	>
Meera Yadav (they/them) Advising on November 23rd 3 attachment(s)	October 27th	>


These docs have been shared by your school's staff. You will see docs that were created after your school enabled this feature and that you have permission to see. They will be hidden 180 days after they were created.

Appointment Summaries

Students may filter by **Care Unit** to narrow their list of Appointment Summaries down.

When the student clicks into an individual **Appointment Summary**, they can see all of the details about the appointment. They also see staff responses to any template questions that have been set up for that Care Unit.

Appointment Summary

MY From: Meera Yadav (they/them)
October 30th, 2022 

APPT Summary

[This location](#)

Attachment(s)

[Scheduler_Issue.docx](#) [Navigate_-_Release_QA_Sign_Off.xlsx](#)

[git-cheat-sheet-education.pdf](#)

^ Summary Details

Assignments Discussed
Ass Discussed

Objectives of the Session
OotS

Study Skills Used
SSS

Goals for Next Session
GfNS

Advisors Notes
Student arrived on time and was ready to begin our session.: **Yes**
Student was prepared (attended class, read lesson, had notes, etc.): **No**
Student asked for explanation of material not understood?: **Yes**
Student responded positively to instruction (as you suggested)?: **No**
Student was aware of future assignments?: **Yes**
Student shows a better understanding of the material since our last session.: **No**

∨ Appointment Details

Appointment Summary

MY

From: Meera Yadav (they/them)

October 30th, 2022



APPT Summary

[This location](#)

Attachment(s)

[Scheduler_Issue.docx](#) [Navigate - Release_QA_Sign_Off.xlsx](#)

[git-cheat-sheet-education.pdf](#)

Summary Details

Appointment Details

Care Unit: Advising

Service: Academic NAV QA Serv 3

Location: Downtown NAV QA Loc 5

Course: N/A

Meeting Type:

Date of Visit: 11/23/2020

Meeting Start Time: 1:00 pm

Meeting End Time: 1:15 pm

Attendees: Meera Yadav (they/them), Garland Deangelis (he/him)

Check-in Time: N/A

Check-out Time: 1:15 pm

Appointment Summary

TT From: Tutor15 Tutor15 ☆
April 23rd, 2021

Appointment Summary with summary details and Follow up notes.

Attachment(s)
[chrome-catsurveymanager-20201222010809.338594.png](#)

Summary Details ⌵

Suggested Follow-Up ⬆

* This date and time have been added for suggested follow up from this appointment. This does not mean that an appointment has been created for this date and time.

Date: 01/01/2021
Time: 10:00 am

Appointment Details ⌵

Notes

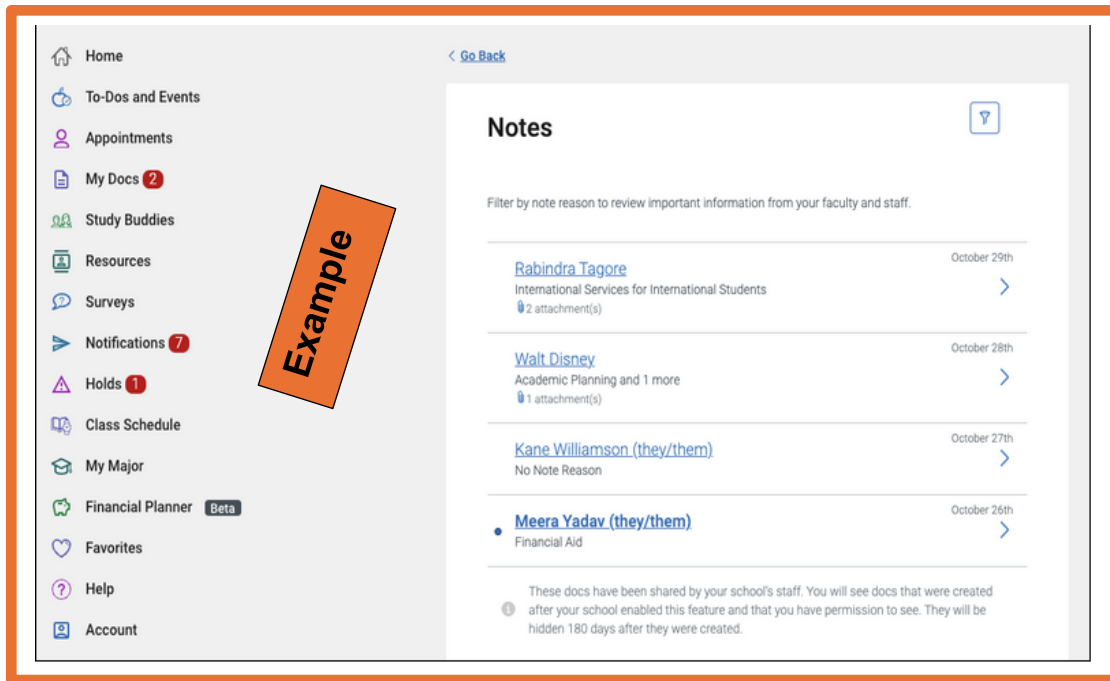
Student can use filters on the Notes as well.

Important information from you

International Students

⌵

- All
- Unread
- Starred
- Past 7 Days ←
- Past 30 Days
- Past 90 Days
- Older Than 90 Days



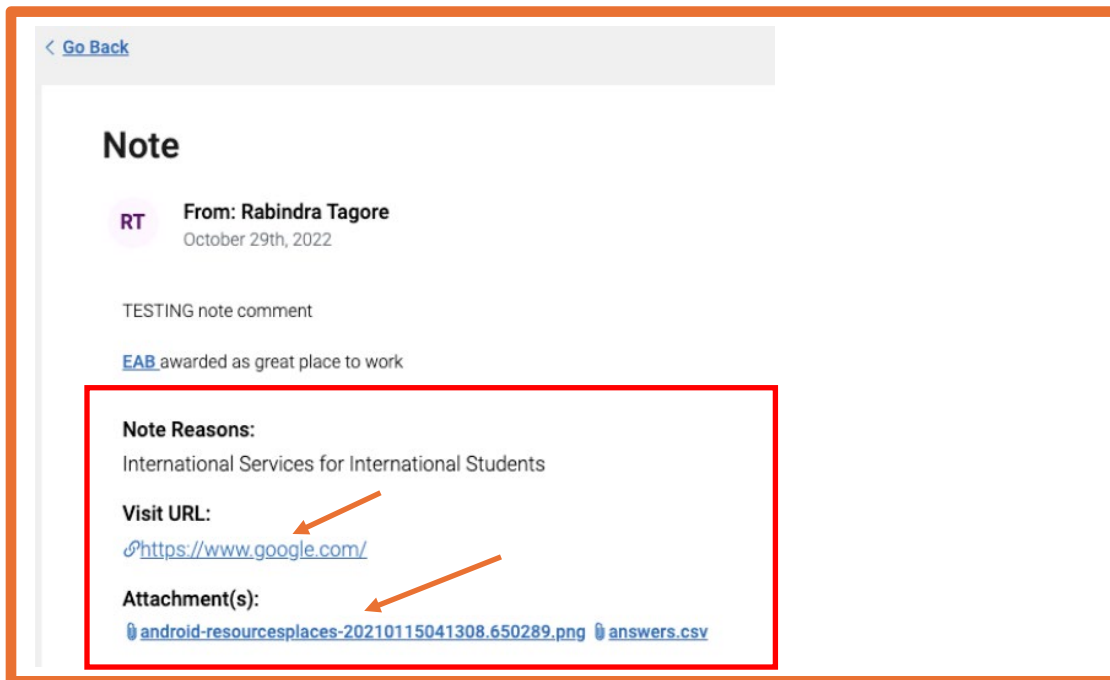
Notes

Filter by note reason to review important information from your faculty and staff.

Sender	Date
Rabindra Tagore International Services for International Students 2 attachment(s)	October 29th
Walt Disney Academic Planning and 1 more 1 attachment(s)	October 28th
Kane Williamson (they/them) No Note Reason	October 27th
Meera Yadav (they/them) Financial Aid	October 26th

These docs have been shared by your school's staff. You will see docs that were created after your school enabled this feature and that you have permission to see. They will be hidden 180 days after they were created.

Students may also access any **Notes** that have been made visible to them. When viewing the Note, they will be able to see the Note Reason and any **attachments** included.



Note

From: Rabindra Tagore
October 29th, 2022

TESTING note comment

[EAB](#) awarded as great place to work

Note Reasons:
International Services for International Students

Visit URL:
<https://www.google.com/>

Attachment(s):
[android-resourcesplaces-20210115041308.650289.png](#) [answers.csv](#)

Progress Reports

Students may also view **Progress Reports** issued by their instructors. If your institution uses Alert Reasons, they are included in the Alert field.



Progress Report

SW From: Shailesh Wagh
September 5th, 2022

Hi, your instructor Shailesh Wagh has the following feedback regarding your **Developmental English** class. If a field says "N/A", this means that your instructor left that field blank.

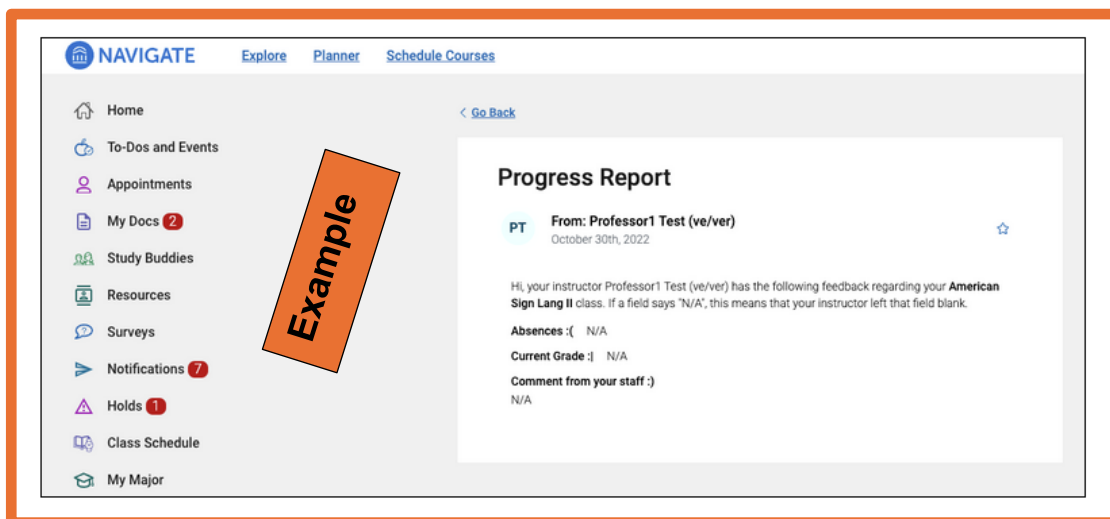
Alert Positive Alert - Tutoring

Absences :{ N/A

Current Grade : N/A

Comment from your staff :)
N/A

In addition, in the Progress Report, students can see how **many absences they have** and the **current grade in the class**, if their instructor has filled out these forms on their Progress Report.



NAVIGATE Explore Planner Schedule Courses

Home To-Dos and Events Appointments My Docs 2 Study Buddies Resources Surveys Notifications 7 Holds 1 Class Schedule My Major

Example

Progress Report

PT From: Professor1 Test (ve/ver)
October 30th, 2022

Hi, your instructor Professor1 Test (ve/ver) has the following feedback regarding your **American Sign Lang II** class. If a field says "N/A", this means that your instructor left that field blank.

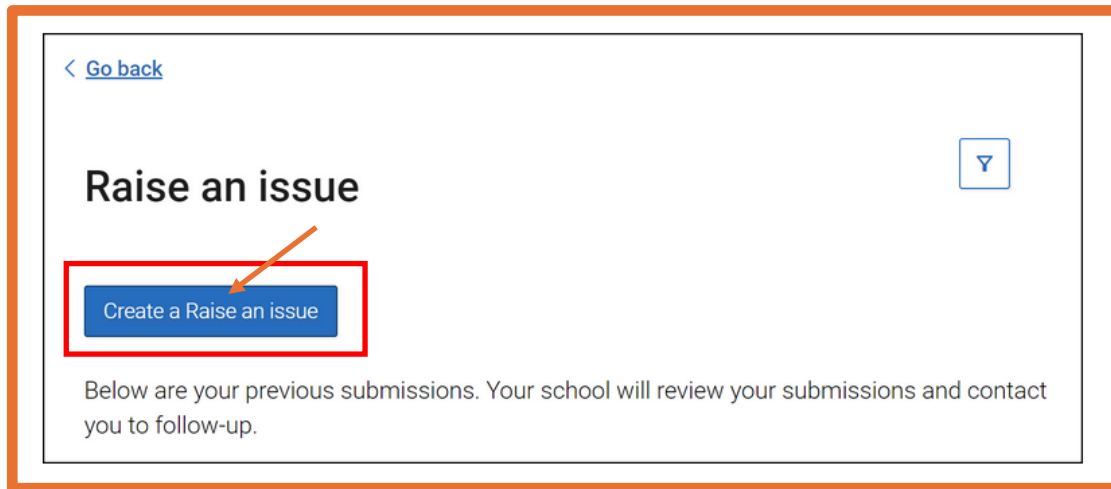
Absences :{ N/A

Current Grade : N/A

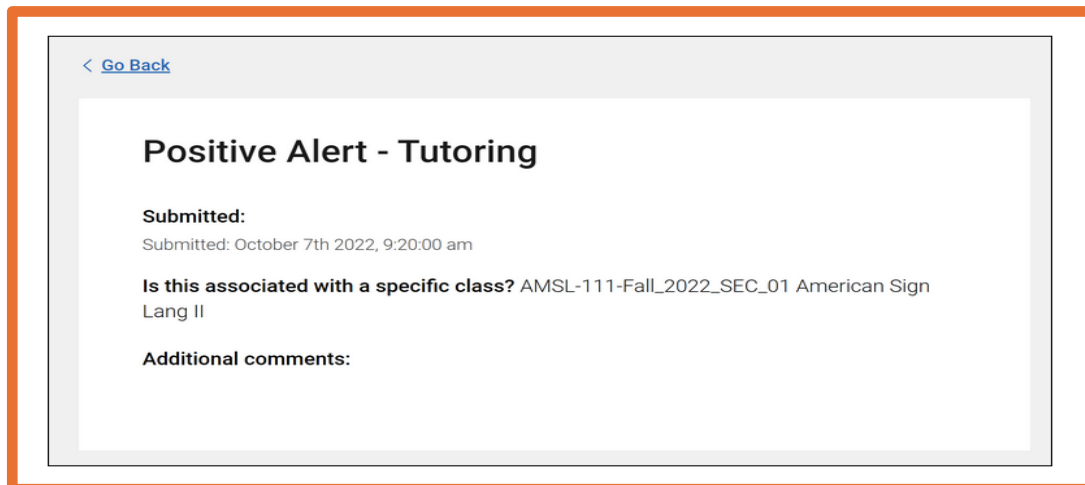
Comment from your staff :)
N/A

Hand Raise *(Currently, not implemented in Navigate360)

After a student "raises their hand" with the **Hand Raise** feature, the alert appears in the Hand Raise list. Both the name of the feature and the introductory text are customizable in Navigate360 Student.

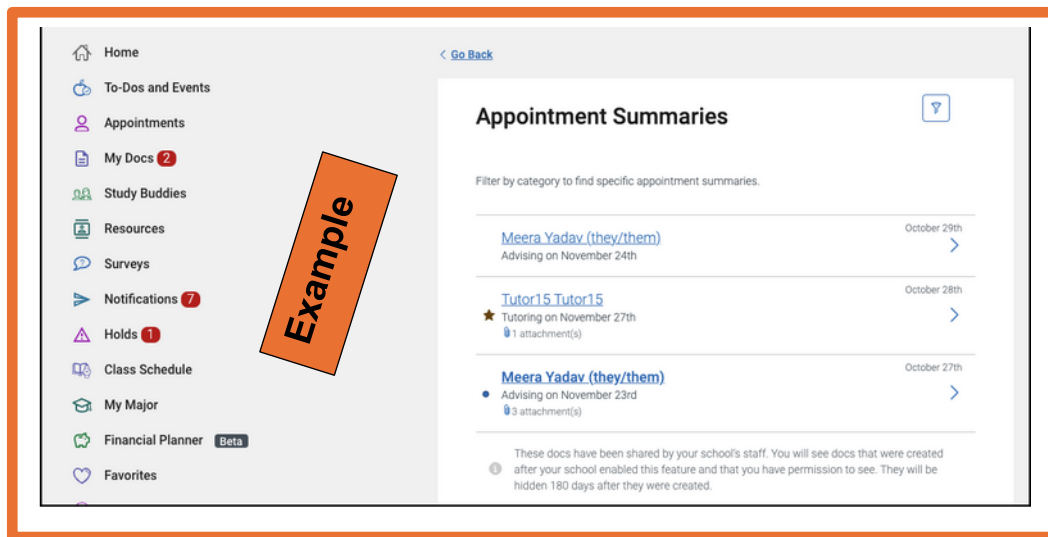


The information contained in the doc is the time and date, Alert Reason, class if the student has associated the alert with a class, and any entered comments.



Some Notes about the Docs Page

- If there is an unread document, a red notification icon with the number of unread icons displays next to the My Docs icon.
- Students can see if a document is unread, indicated by a blue dot. When the student views the document, it changes to **Read** and the dot disappears.
- Students can also favorite a document by clicking the star icon while viewing the document.



Note: Favorited documents are only visible on the My Docs page. They are not visible on the Favorites page.