

Navigate360: Add a Journey to a Student

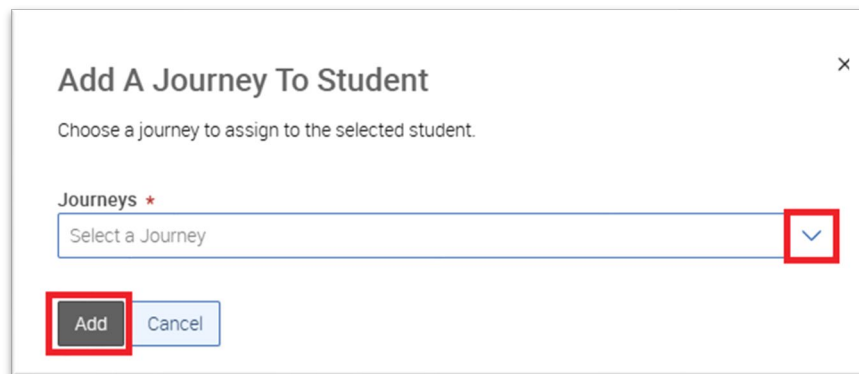
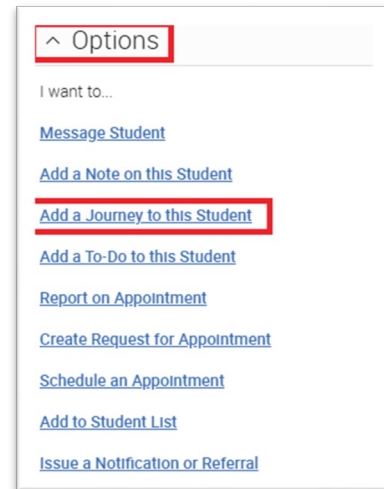
Journeys are organized, topic-specific steps and actions in a single guided pathway to help students navigate goals and campus offerings. Journeys are configured in the mobile app, and can be made public for all students to enroll, or staff-view only for staff to assign to students.

1. Open the Student Profile Page

- Open a student's profile by typing in the student's name, email handle, or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list.

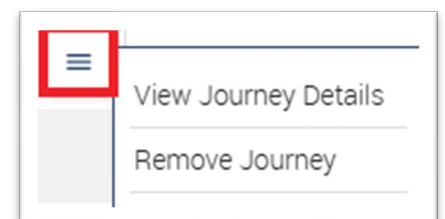
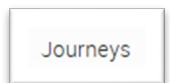
2. Add a Journey

- In the *Options* box under the student's profile photo, click *Add a Journey to this Student*.
- An *Add a Journey to Student* window will appear. From the Journeys drop-down menu, select the name of the Journey you wish to assign to the student.
 - **NOTE:** You will see the names of all Journeys created, including *Public* and *Staff View* only Journeys.
- After selecting the name of the Journey, click *Add*.



3. View Journey Status

- Track an individual student's Journey progress under the *Journeys* tab on the student profile.
- See the following on the student's Journeys table:
 - *Journey Name* – The name of the Journey assigned by a staff member or that the student self-enrolled in.
 - *Status* – The holistic status in which the student has or has not completed the Journey.
 - *Topic* – The topic associated with the Journey according to area of support.
 - *Assigned By* – Who assigned the Journey to the student. If you see the student's name in this column, the student self-enrolled in a public Journey.
- Click the hamburger menu beside a Journey to manage it:
 - *View Journey Details* – Viewing Journey details allows users to view individual step details; including the *Step Title*, *Step Due Date* (if applicable), *Step Status*, *Completed By*, *Completed On date*, *Updated By*, and *Updated On date*.

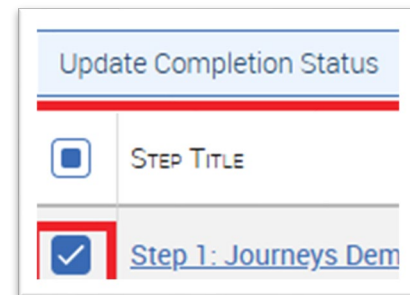


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- **NOTE:** If a Journey step must be marked complete by a staff member based on the step instructions, click the box beside a Journey Step to *Update the Completion Status* for the student. Users will be prompted to select a *Completion Reason*, either *This is completed* or *This isn't relevant*, and add a *Staff Comment* for status completion verification. Click *Save*.
- **NOTE:** Click the Step Title to view the Step's instructions and action, and also manage Completion Details by selecting a *Completion Reason*. Staff can also provide a *Comment*.
 - *Remove Journey* – Unassign the Journey from the student.
- Journey Status can also be viewed by running a V3 Journeys Report.



Completion Details

Completion Reason

Staff Comment

Student Comment