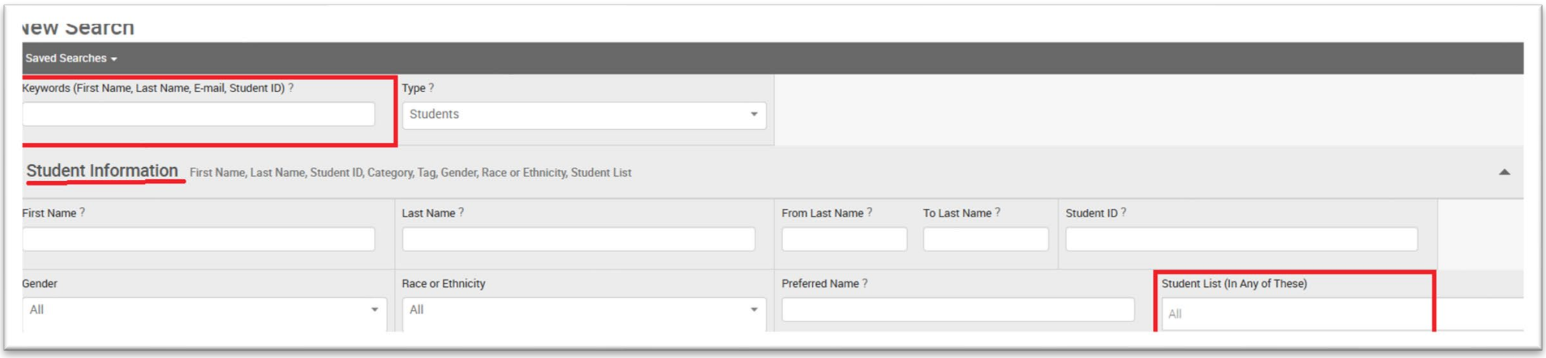
Navigate360: Add a Journey to Multiple Students

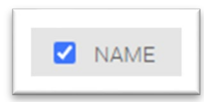
Journeys are organized, topic-specific steps and actions in a single guided pathway to help students navigate goals and campus offerings. Journeys are configured in the mobile app, and can be made public for all students to enroll, or staff-view only for staff to assign to students.

1. Open the Advanced Search

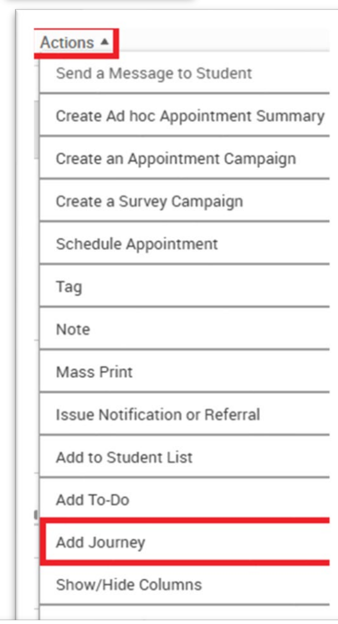
- Enter the E#s of the students you wish to assign a Journey to in the *Keywords* box, or, if you have created a *Student List*, select the name of the list under *Student Information* > *Student List*.
- Click *Search*.

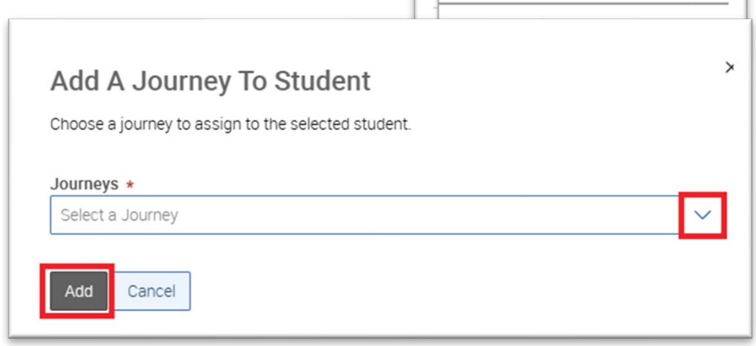


2. Add a Journey



- Check the box beside *Name* in the Search Header bar to select all students.
- Click *Actions* > *Add Journey*
- 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*.





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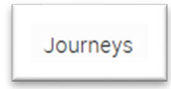
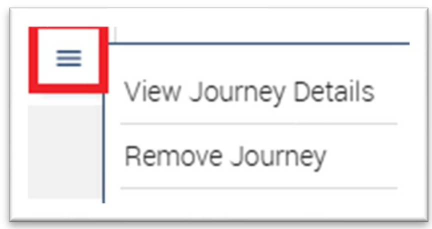
3. View Journey Status

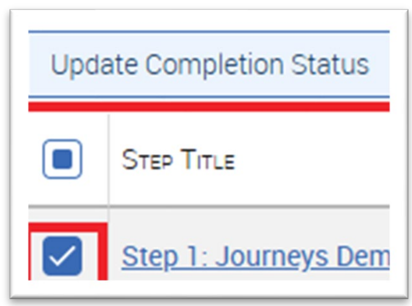
- Track an individual student's Journey progress under the *Journeys* tab on the student profile.



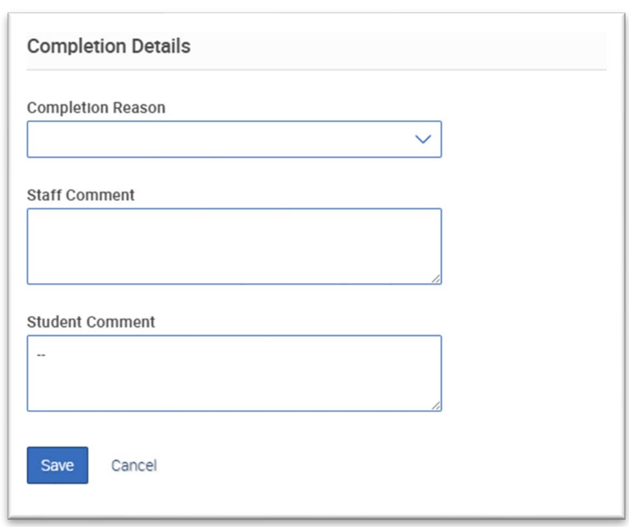
  - **NOTE:** To manage Journeys in mass, users must use the V3 Journeys Report through the report's *Actions* menu > *Update Journey Steps*.
- See the following on the student's Journeys table:
  - *Journey Name* – The name of the Journey assigned by a staff member or that the student self-enrolled in.
  - *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*.
    - **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.