

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*.

The screenshot shows the 'NEW SEARCH' interface. At the top, there's a 'Saved Searches' dropdown. Below it is the 'Keywords (First Name, Last Name, E-mail, Student ID) ?' field, which is highlighted with a red box. To its right is a 'Type ?' dropdown menu with 'Students' selected. Below these is the 'Student Information' section, which includes fields for 'First Name ?', 'Last Name ?', 'From Last Name ?', 'To Last Name ?', and 'Student ID ?'. There are also dropdown menus for 'Gender' and 'Race or Ethnicity'. At the bottom right of this section is a 'Student List (In Any of These)' dropdown menu, which is also highlighted with a red box and has 'All' selected.

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*.

This screenshot shows a search header bar with a checked checkbox and the word 'NAME' next to it.

The screenshot shows an 'Actions' dropdown menu with several options: 'Send a Message to Student', 'Create Ad hoc Appointment Summary', 'Create an Appointment Campaign', 'Create a Survey Campaign', 'Schedule Appointment', 'Tag', 'Note', 'Mass Print', 'Issue Notification or Referral', 'Add to Student List', 'Add To-Do', 'Add Journey', and 'Show/Hide Columns'. The 'Add Journey' option is highlighted with a red box.

The screenshot shows a dialog box titled 'Add A Journey To Student'. It contains the text 'Choose a journey to assign to the selected student.' Below this is a 'Journeys *' dropdown menu with the text 'Select a Journey' and a dropdown arrow, which is highlighted with a red box. At the bottom of the dialog are two buttons: 'Add' and 'Cancel', with the 'Add' button highlighted with a red box.

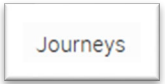
Continue to next page...

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3. View Journey Status

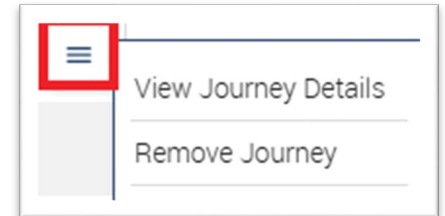
- Track an individual student's Journey progress under the *Journeys* tab on the student profile.



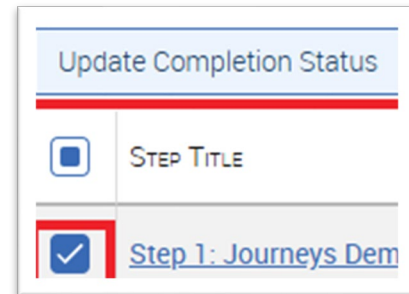
- **NOTE:** To manage Journeys in mass, users must use the V3 Journeys Report through the report's *Actions* menu > *Update Journey Steps*.
- See the following on the student's Journeys table:
 - *Journey Name* – The name of the Journey assigned by a staff member or that the student self-enrolled in.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



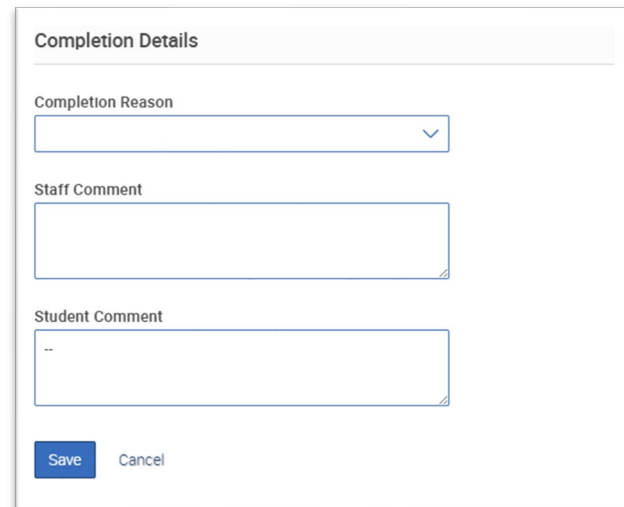
- **NOTE:** If a Journey step must be marked complete by a staff member based on the step instructions, click the box beside a Journey Step to *Update the Completion Status* for the student. Users will be prompted to select a *Completion Reason*, either *This is completed* or *This isn't relevant*, and 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.

A screenshot of a "Completion Details" form. It has a title bar "Completion Details". Below it are three sections: "Completion Reason" with a dropdown menu, "Staff Comment" with a text input field, and "Student Comment" with a text input field. At the bottom are "Save" and "Cancel" buttons.