

# Navigate Fact Sheet Builder

## Introducing Navigate to Future Staff Advocates

**Purpose of the Tool:** College administrators, faculty, and staff on campus may be unclear on the basic facts about Navigate. To empower staff as advocates and ambassadors of the platform, Program Owners must provide all personnel with a basic overview of the platform. Once staff understand and are able to communicate basic facts about Navigate, they will be ready to introduce it to students and answer questions about the platform.

**Intended Audience:** Once built, the fact sheet is for college staff only; we do not recommend sharing the document directly with students.



**Begin with an explanation of why college leadership purchased Navigate.** Fill in the box below with your "Why Statement" on joining Navigate.

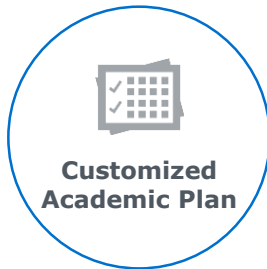


**Introduce the four primary components of the platform** using words and/or images to describe how the platform guides student onboarding, customized academic planning, course scheduling, and registration.



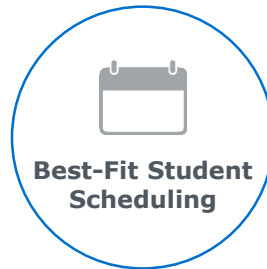
**Guided Onboarding**

Straight-lining intake to reduce confusion while also connecting students with right resources to guide program choice with employment data



**Customized Academic Plan**

Enabling intelligent degree plans that account for custom inputs, while also allowing for updates term-over-term if situations change



**Best-Fit Student Scheduling**

Creating individual course schedules that account for all of life's obligations, allowing students to balance school work with other priorities



**One-Click Registration<sup>1</sup>**

Speeding enrollment by allowing students to review course selection and register in minutes, reducing time spent on administrative tasks during advising meetings



**Close with information on your campus Navigate expert.** Direct staff interested in learning more about the platform to the Program Owner for more information or to answer specific questions.

1) Not all member institutions have opted to leverage One-Click Registration capabilities in Navigate. If your institution has opted not to leverage One-Click Registration, consider the following phrasing: "Ready to Register: Speeding enrollment by outlining students' course and section selections all on one page for easy advisor approval and registration, reducing time spent on administrative tasks during advising meetings."