



Academic PLANNER

Getting Started: Advisor Guide to Academic Planning



Academic
PLANNER

UNIVERSITY OF
WISCONSIN **PARKSIDE**

An integrated component of Navigate, Navigate Student includes a mobile application that helps students navigate key decisions and a new desktop degree planning tool, Academic Planning, to help them plan and schedule their courses, supporting timely degree completion.

To get started login to Navigate with your university credentials:

uwp.campus.eab.com



Use the **Academic Plan** tab to review and make suggestions on a student's academic plan



Go to the Student Profile and click on the “Academic Plan” tab

Click the “Add Comments or Suggestions” button in the upper right-hand corner

Use the “+ Add Term” button to add terms to the student’s academic plan and use the degree template on the left-hand side to plan courses to terms

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Computer Science - BS, major: Computer Science BS 120 Credits

- General Studies Arts & Humanities
- General Studies Historical
- General Studies Natural & Physical Science: Select one Lecture and one Lab within the same subject. Planned
- General Studies Natural and Physical Sciences
- General Studies Social and Behavioral Sciences I
- General Studies Social and Behavioral Sciences II
- General Studies Global Diversity
- Multicultural Courses
- CS1030 Computer Science Principles
- CS1050 Computer Science 1
- CS1400 Computer Organization 1

Spring 2020

Term Status: Registration begins October 28

Planned

- CAS1010 Public Speaking
- Introduction to Music
- Writing Arguments
- Science 1

13 Credits

Buttons: Delete this draft, Send Suggestions to Amanuel, Feedback History, Print

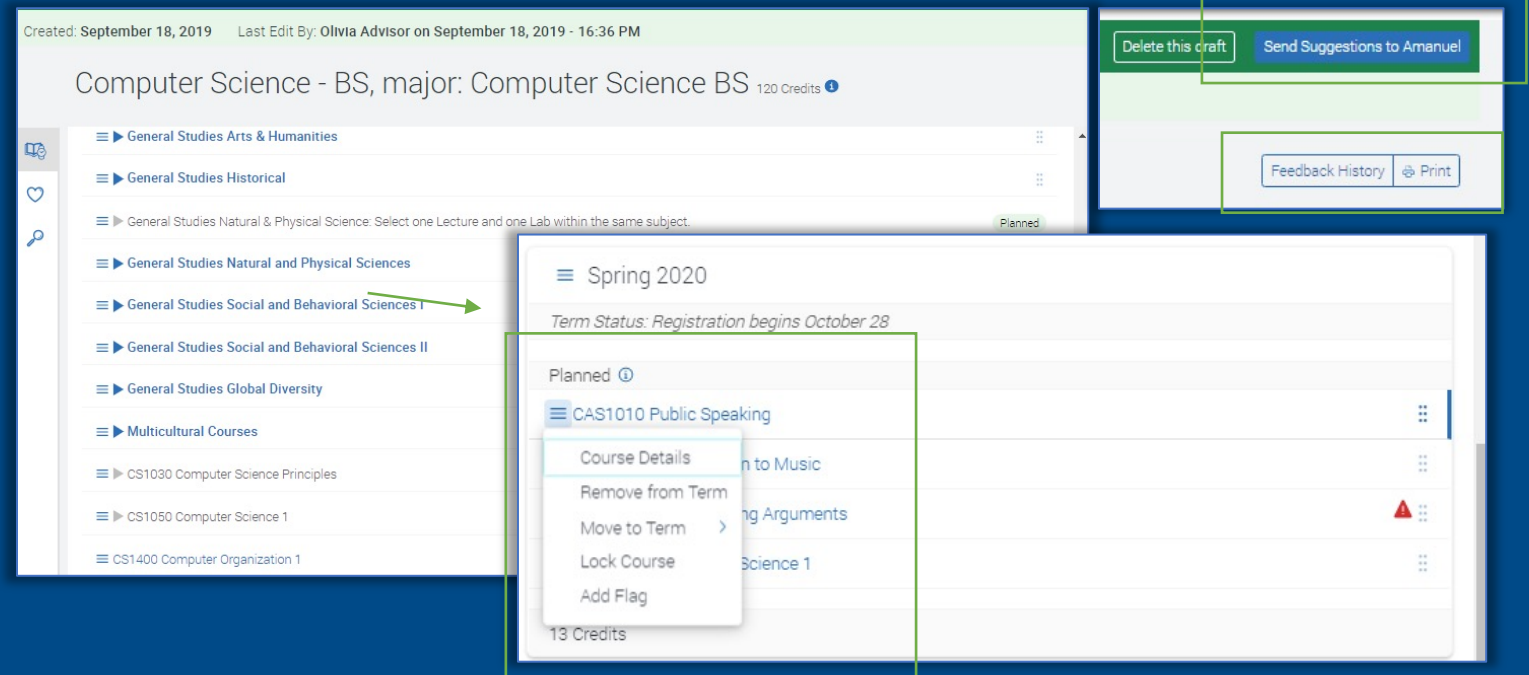
Context Menu for CAS1010 Public Speaking:

- Course Details
- Remove from Term
- Move to Term
- Lock Course
- Add Flag

You can move courses, add a flag to leave a comment on a course, and lock courses using the hamburger menu to the left of the course name

When you have made all desired changes, use the “Send Suggestions” button in the upper right to send your feedback to the student.

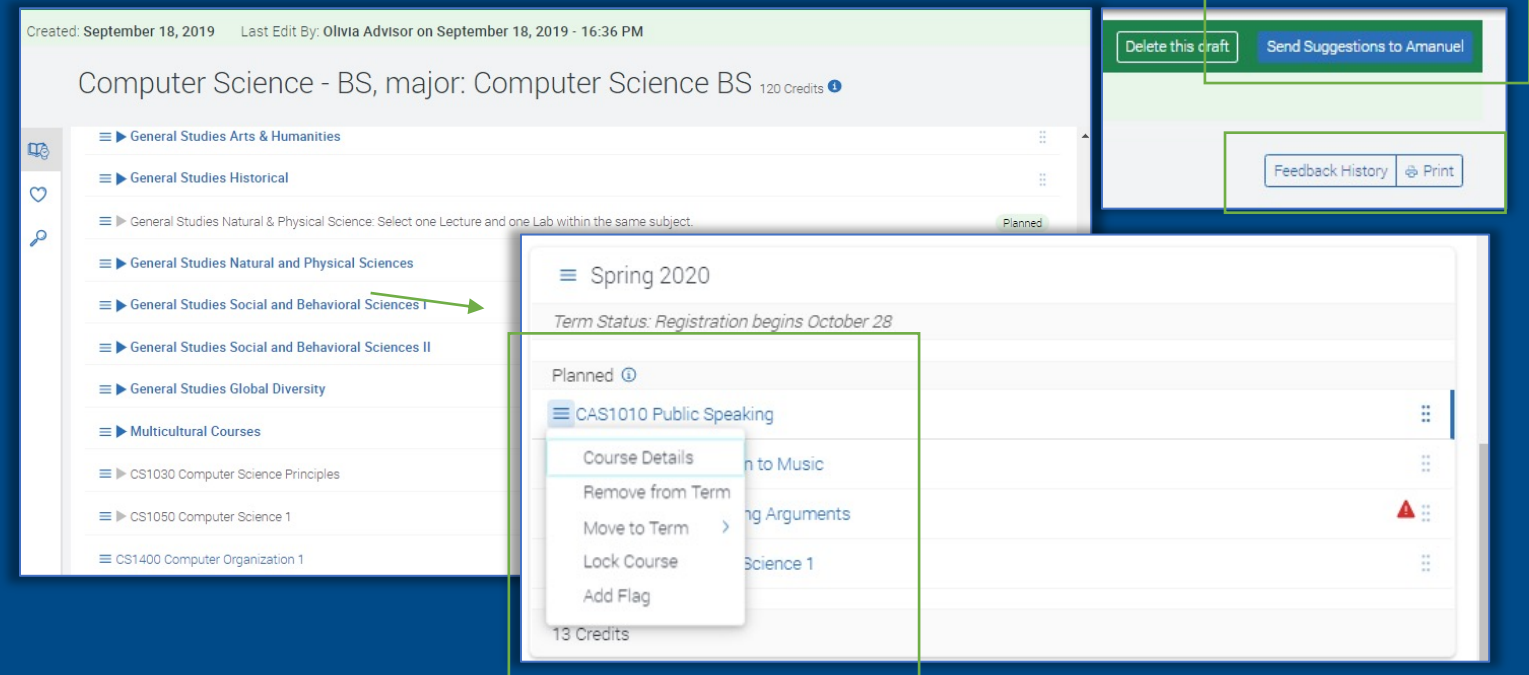
Reminder: Students need to accept or decline your suggestions. Remind your students about this important step and encourage them to allow notifications from Navigate Students so they do not miss your feedback



Use the “Search” tab on the left side of the screen to find and add a course that is not listed on a student’s degree template.

Click the “Feedback History” link in the upper left to see a record of recommendations made to this student and whether a student accepted or declined those recommendations.

If a student does not need to complete a course on their degree template, use the hamburger menu to the left of the course name on the template to select “Mark as met” and leave a comment.



Tips for Advisors

Searching for Students with Academic Plans



How to Search:

- To find students with planned courses: Find the Student has Planned Terms bucket and select a future term
 - Under Course Status, select “Planned.” This will indicate that student has created an academic plan in Navigate. Note: “Scheduled” indicates that student has selected a section time in Navigate, but is not yet registered. Other statuses come from SIS data
- **Tip:** Use the “Student has Not Planned Terms” field to find and nudge students who need a reminder to get started on creating a plan for next term

The screenshot displays the 'Academic Plan' search interface with the following filters:

- Student has Planned Terms (In Any of These)?**: A dropdown menu showing 'Spring 2020'.
- Course Status (In Any of These)?**: A dropdown menu showing 'Planned'.
- Hours Each Week Spent on?**: A dropdown menu showing 'All'.
- Hour min**: A text input field containing '0'.
- Student has Plan Warnings?**: A dropdown menu with the following options: 'No Preference', 'No Preference' (highlighted), 'Advising Hold', 'Non-Required Course Planned', 'Pre-Requisite Planned Out of Order', and 'Unplanned Dev Requirement'.

Other search fields:

Hours Each Week Spent on: Students can input information about their commitments outside of class (it is not required), but if they do complete this step, it is searchable here

Student has Plan Warnings:

- Advising Hold – Not applicable because holds are not being manually managed in Navigate
- Non-required Course Planned – If a student has planned a course that is not on their program template
- Prerequisite Planned Out of Order – If a student has planned a course with a prerequisite out of order
- Unplanned Dev Requirement – Not applicable because not using developmental courses feature in Navigate

The screenshot displays the 'Academic Plan' search interface with the following filters:

- Planned Terms, Plan Warnings:** Student has Planned Terms (In Any of These)?
- Course Status (In Any of These)?**
- Hours Each Week Spent on?**
Hour min:
- Student has Plan Warnings?** (Dropdown menu):
 - No Preference
 - No Preference** (highlighted)
 - Advising Hold
 - Non-Required Course Planned
 - Pre-Requisite Planned Out of Order
 - Unplanned Dev Requirement

Suggestions for using Navigate features with Academic Planning:

- Create a saved search each term for your students who have not planned courses for next term
- Use Navigate to message students or send them an appointment campaign, include instructions for using AP to plan courses

The screenshot displays the 'Academic Plan' interface with the following sections:

- Academic Plan** Planned Terms, Plan Warnings
- Student has Planned Terms (In Any of These)?**
☒ Spring 2020
- Course Status (In Any of These)?**
☒ Planned |
- Hours Each Week Spent on?**
All
- Hour min**
0
- Student has Plan Warnings?**
No Preference
No Preference
Advising Hold
Non-Required Course Planned
Pre-Requisite Planned Out of Order
Unplanned Dev Requirement

Searching for Students with Academic Plans

Popular Academic Planning Advanced Search queries



- **Find all students WITHOUT an academic plan for the upcoming term**
- Why run this search? Message or send an appointment campaign to students who need to complete academic plans for next term!
 - Under “Academic Plan” enter the upcoming term in the “Student has Not Planned Terms (In any of these)”
 - Check off “My Students Only” (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have not responded to your feedback



- **Find all students WITH an academic plan for an upcoming term**
- Why run this search? Find students who have planned courses and provide feedback to individual students
 - Under “Academic Plan” enter the upcoming term in the “Student has Planned Terms (In any of these)”
 - Select “Planned” in the “Course Status” field
 - Check off “My Students Only” (if applicable)
 - Tip: If you have sent suggestions to these students, and they appear in this list, it means that they have responded to your feedback

- **Find students who did not register for 1 or more planned courses**
- Why run this search? Identify students who, due to course availability or student inaction, did not register for a course on their academic plan
 - Under “Academic Plan” enter the current or upcoming term in the “Student has Planned Terms (In any of these)”
 - Select “Planned” in the “Course Status” field
 - Under “Enrollment History” enter the current or upcoming term in the “Enrollment Terms” field (use this to add students who did enroll in some courses)
 - Check off “My Students Only” (if applicable)