



NAVIGATE

STUDENT MANUAL

For staff and faculty looking to access Navigate, please visit:
uww.edu/advising/navigate/navigate-staff

TABLE OF CONTENTS

Accessing Navigate

How to Download the Navigate App.....	3-4
How to Access Navigate via Desktop.....	5

Appointments Feature

What is the Appointments Feature.....	6
How to Use the Appointments Feature.....	6-7
Frequently Asked Questions.....	7-8

Hand Raise Feature

What is the Hand Raise Feature.....	9
How to Use the Hand Raise Feature.....	9
Frequently Asked Questions.....	10

People Feature

What is the People Feature.....	11
How to Use the People Feature.....	11-12
Frequently Asked Questions.....	12

Study Buddies Feature

What is the Study Buddies Feature.....	13
How to Use the Study Buddies Feature.....	13-14
Frequently Asked Questions.....	14

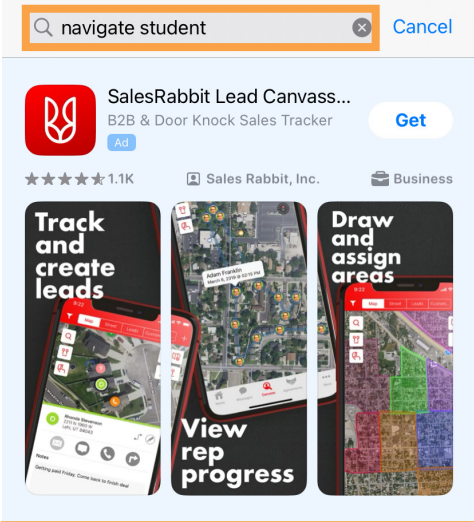
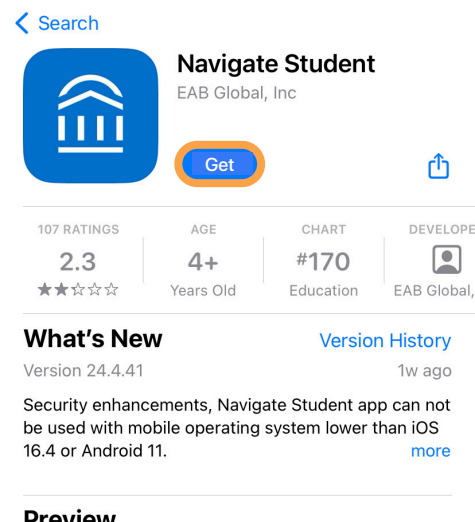
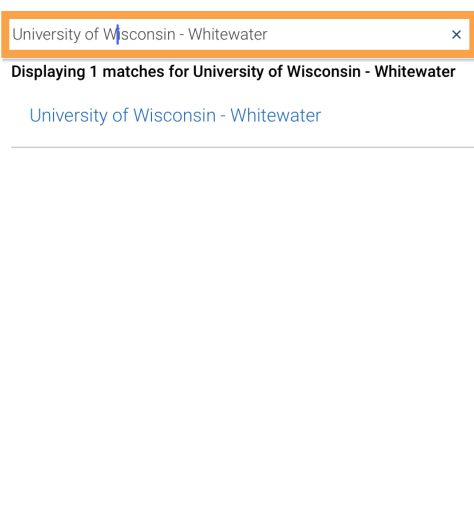
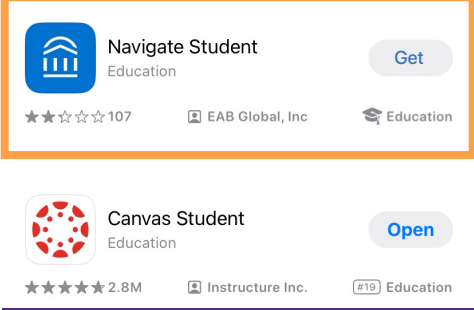
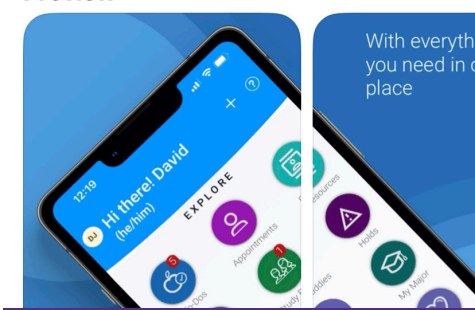
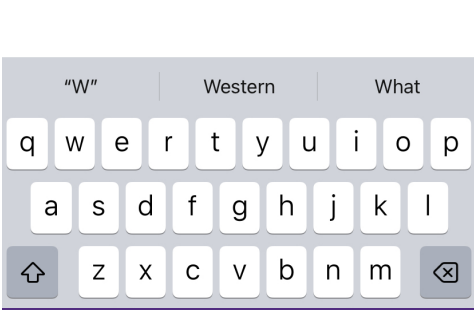
DOWNLOADING NAVIGATE

Why should I download the Navigate App?

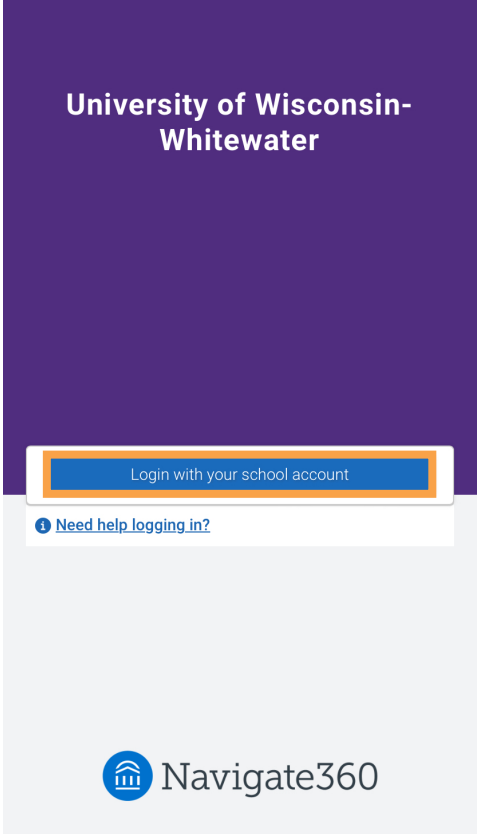
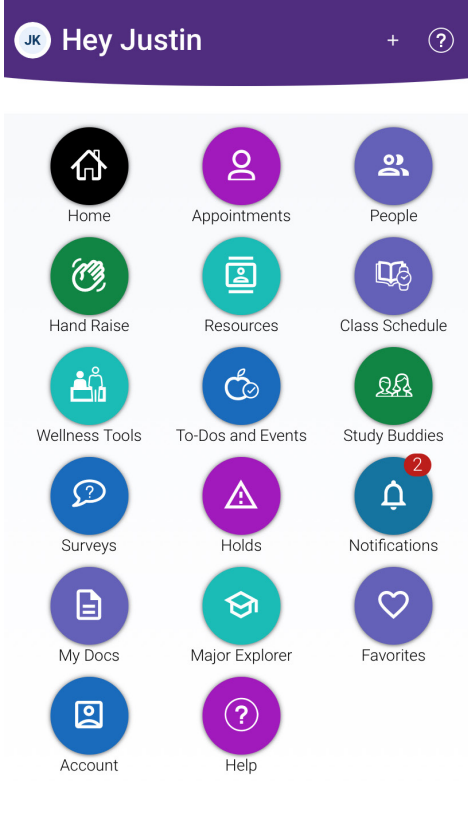
Download the Navigate app to **effortlessly manage your college life!** With the app, you can schedule appointments, find study buddies, and raise your hand whenever you need extra help.

How to Download the Navigate App

Note: the following workflow shows download steps for an Apple (or iOS) product.

STEP ONE	STEP TWO	STEP THREE
 <p>A screenshot of the App Store search results for 'Navigate Student'. The search bar at the top contains 'navigate student'. Below the search bar, there are several app cards. The 'Navigate Student' app card is highlighted with an orange border. It shows the app icon, the name 'Navigate Student', the developer 'EAB Global, Inc', and a 'Get' button. Below the app card, there are three preview images showing the app's interface: 'Track and create leads', 'View rep progress', and 'Draw and assign areas'.</p>	 <p>A screenshot of the 'Navigate Student' app page in the App Store. The search bar at the top contains 'University of Wisconsin - Whitewater'. Below the search bar, there is a search result for 'University of Wisconsin - Whitewater'. The app card for 'Navigate Student' is visible, showing the app icon, the name 'Navigate Student', the developer 'EAB Global, Inc', and a 'Get' button. Below the app card, there are several statistics: '107 RATINGS', '2.3', '4+ Years Old', 'CHART #170 Education', and 'DEVELOPER EAB Global, Inc'. There is also a 'What's New' section with the text 'Version 24.4.41' and 'Security enhancements, Navigate Student app can not be used with mobile operating system lower than iOS 16.4 or Android 11.' and a 'Preview' section with an image of the app interface.</p>	 <p>A screenshot of the search results for 'University of Wisconsin - Whitewater' in the app. The search bar at the top contains 'University of Wisconsin - Whitewater'. Below the search bar, there is a search result for 'University of Wisconsin - Whitewater'. The app card for 'University of Wisconsin - Whitewater' is visible, showing the app icon, the name 'University of Wisconsin - Whitewater', and a 'Get' button. Below the app card, there are several statistics: '107 RATINGS', '2.3', '4+ Years Old', 'CHART #170 Education', and 'DEVELOPER EAB Global, Inc'. There is also a 'What's New' section with the text 'Version 24.4.41' and 'Security enhancements, Navigate Student app can not be used with mobile operating system lower than iOS 16.4 or Android 11.' and a 'Preview' section with an image of the app interface.</p>
 <p>A screenshot of the 'Navigate Student' app card in the App Store. The app card is highlighted with an orange border. It shows the app icon, the name 'Navigate Student', the developer 'EAB Global, Inc', and a 'Get' button. Below the app card, there are several statistics: '107 RATINGS', '2.3', '4+ Years Old', 'CHART #170 Education', and 'DEVELOPER EAB Global, Inc'. There is also a 'What's New' section with the text 'Version 24.4.41' and 'Security enhancements, Navigate Student app can not be used with mobile operating system lower than iOS 16.4 or Android 11.' and a 'Preview' section with an image of the app interface.</p>	 <p>A screenshot of the app interface showing a student profile for 'Hi there! David (the him)'. Below the profile, there are several navigation options: 'EXPLORE', 'Appointments', 'Handouts', 'My Editor', and 'My Editor'. There is also a 'Preview' section with an image of the app interface.</p>	 <p>A screenshot of a keyboard with the 'W' key highlighted. The keyboard is a standard QWERTY keyboard. The 'W' key is highlighted in orange. The text 'With everything you need in place' is visible in the background.</p>
<p>Open your app store and search Navigate Student.</p>	<p>Click on the app and then select Get or Download to begin the download process.</p>	<p>In the Type Here to Search box, look up UW-Whitewater, then select our school.</p>

DOWNLOADING NAVIGATE

STEP FOUR	STEP FIVE
	
<p>After selecting our school, you will log in using your UW-W Net ID and password.</p>	<p>Congrats! You've successfully downloaded and logged into the Navigate App.</p>

Frequently Asked Questions

Is there a tutorial available to help me navigate the app?

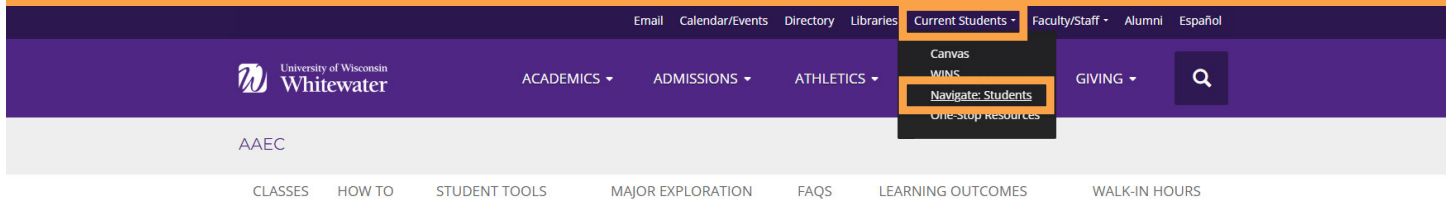
Visit www.edu/advising/navigate/navigate-students for *Helpful Links* to *How-To* documents, as well as a link to the desktop version of the app.

Why can't I log in?

Navigate is only available to undergraduate students at UW-W. Graduate students will not be able to log in to the Navigate student app or desktop site.

ACCESSING THE DESKTOP APP

STEP ONE



Open uwv.edu in a browser and select *Navigate: Students* from the *Current Students* dropdown.

STEP TWO



Advising / [Navigate](#) / [Navigate Students](#)

Navigate Students

[Log Into Navigate Student Here »](#)

[Download iOS App](#)

[Download Android App](#)

Navigate is only available to undergraduate students. Graduate students will not be able to log into the Navigate student app or desktop site. The Navigate app has many functions and uses that will help you experience all that UW-Whitewater has to offer. In this app you will be able to:

Contact UW-W Navigate Support

Academic Advising & Exploration Center
Roseman 2054
Whitewater, WI 53190-1790
(262) 472-5220
navigate@uwv.edu

Once on the UW-Whitewater Navigate landing page, click on **Log Into Navigate Student Here**.

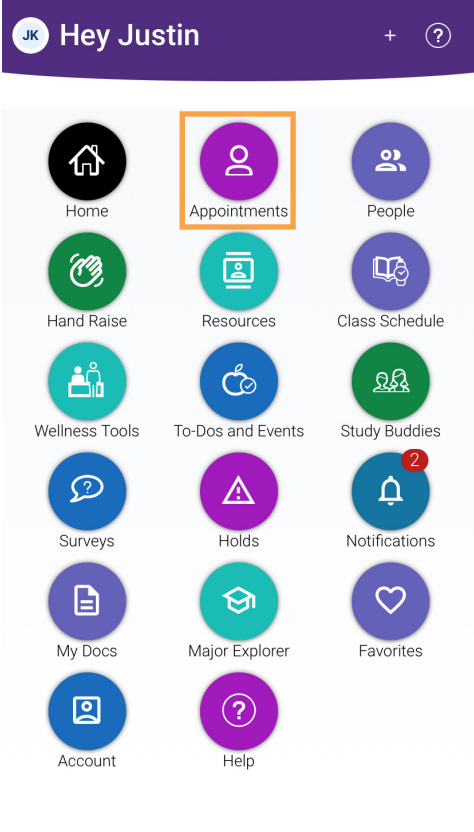
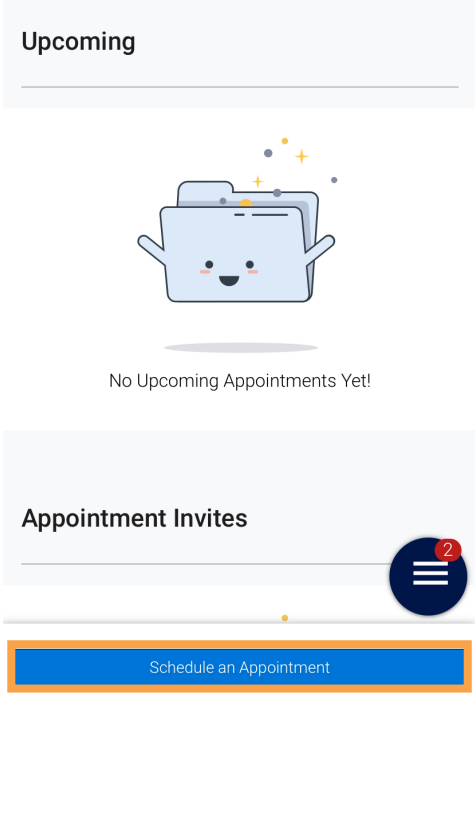
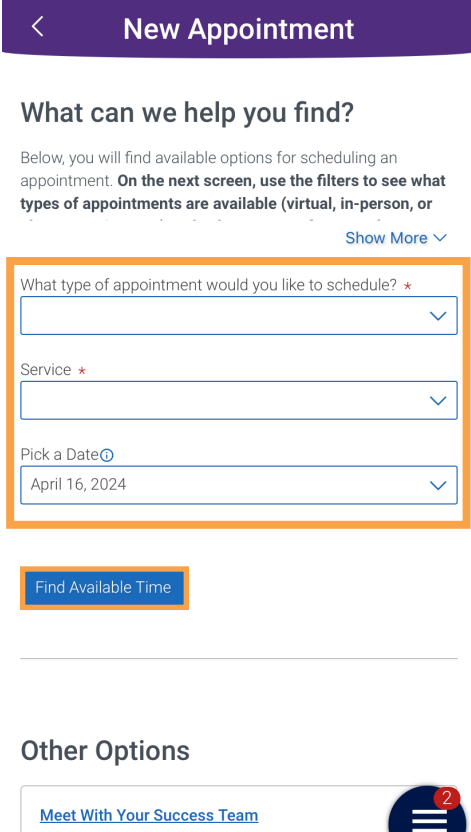
APPOINTMENTS FEATURE

What is the Appointments feature?

Students can **make appointments** with a variety of offices on campus through the *Appointments* icon in the Navigate Student mobile app or desktop site.

How to Use the Appointments Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE
 <p>JK Hey Justin + ?</p> <ul style="list-style-type: none">HomeAppointmentsPeopleHand RaiseResourcesClass ScheduleWellness ToolsTo-Dos and EventsStudy BuddiesSurveysHoldsNotificationsMy DocsMajor ExplorerFavoritesAccountHelp	 <p>Upcoming</p> <p>No Upcoming Appointments Yet!</p> <p>Appointment Invites</p> <p>Schedule an Appointment</p>	 <p>New Appointment</p> <p>What can we help you find?</p> <p>Below, you will find available options for scheduling an appointment. On the next screen, use the filters to see what types of appointments are available (virtual, in-person, or</p> <p>Show More v</p> <p>What type of appointment would you like to schedule? *</p> <p>Service *</p> <p>Pick a Date</p> <p>April 16, 2024</p> <p>Find Available Time</p> <p>Other Options</p> <p>Meet With Your Success Team</p>
<p>Open your Navigate app and select the Appointments icon on the home page.</p>	<p>Next, select Schedule an Appointment at the bottom of the screen.</p>	<p>Select appointment details, and then Find Available Time.</p>

APPOINTMENTS FEATURE

STEP FOUR

< New Appointment

ADVISING ACADEMIC AND/OR SCHEDULE QUESTIONS

SW Susie Warhawk
CoBE Advising and Career Center

The CoBE Advising and Career Center supports students who have earned more than 24 credits with a declared CoBE major for academic advising. Drop-in advising is available for CoBE students at this location. For more information visit <https://uww.edu/cobe/bachelors>. Career Services for all CoBE students is located in Hyland Hall 1200 as well. We offer individual career advising appointments on topics like resumes, interviews, job/internship searching and more. For more information about our services, please visit <https://www.uww.edu/career>.

Tue, Apr 23rd
8:30 - 9:00 AM

Wed, Apr 24th
8:30 - 9:00 AM 9:30 - 10:00 AM 3:30 - 4:00 PM

Thu, Apr 25th

Availability will pop up for the meeting. **Select the time/ date** that works best for you.

STEP FIVE

< Review Appointment Details and Confirm

Details
For in-person appointments: come to Hyland 1200 and check in with the student worker at the front desk. For a virtual meeting: click this link when you are ready to join the meeting - <https://uww.webex.com/meet/warhawks>

How would you like to meet? *
Search by type
You are seeing the meeting types available for this time slot.

Would you like to share anything else?
Add your comments here

Email Reminder
 Reminder will be sent to @uww.edu

Text Message Reminder

Phone Number for Text Reminder

Schedule

Select the meeting type and add any comments. Then, click **Schedule**.

STEP SIX

Success!

Appointment Scheduled
Great job scheduling your appointment!

Congrats! You scheduled an appointment via Navigate.

Frequently Asked Questions

Can I cancel or reschedule my appointment?

Yes! Click on the *Appointments* icon, select an upcoming appointment, then choose *Cancel Appointment* at the bottom of the *Appointment Details*. Select a *Reason* and click *Cancel Appointment*.

APPOINTMENTS FEATURE

Frequently Asked Questions

Why can't I see my advisor (or other connection on campus)?

Some individuals may not have appointments available in Navigate during the times when you are free. You will not typically be able to schedule appointments during your class times. If you do not see the individual you are looking to meet, it's best to reach out to them directly via email or talk to them after class.

Many staff members from the following areas have appointments available in Navigate: Advising, Career Services, Financial Literacy, TRIO and Support Programs, Library Research Help, Student Activities & Involvement, Success Coaching, Tutoring, and University Housing. This list is always growing as we bring more campus resources into Navigate.

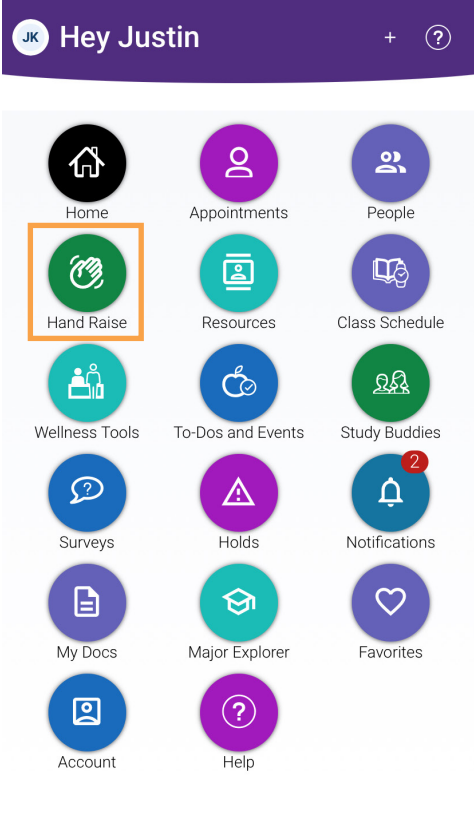
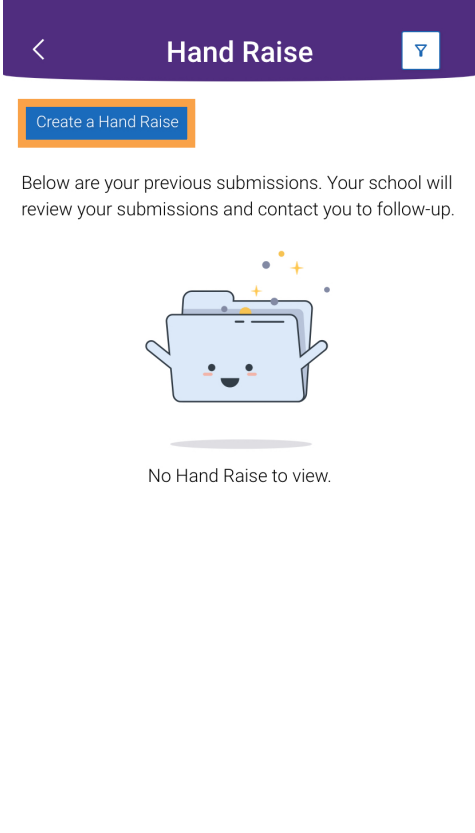

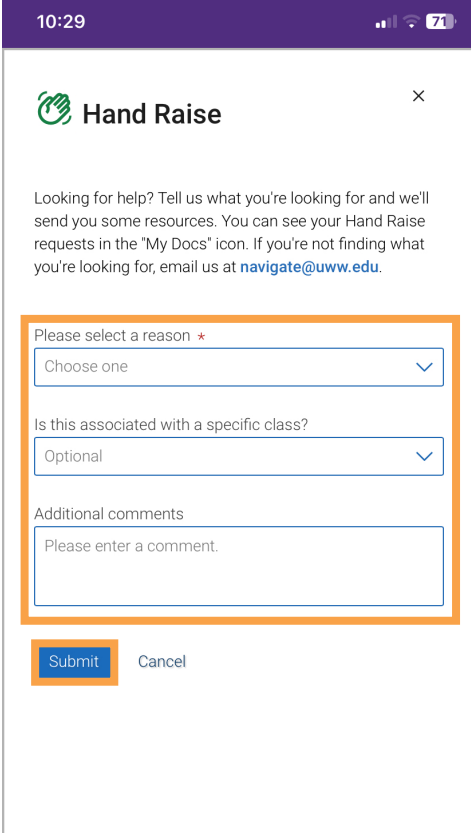
HAND RAISE FEATURE

What is the Hand Raise feature?

Navigate's newest feature, Hand Raise, allows you to request an email with additional information about campus resources on a variety of topics to **help you succeed** in college.

How to Use the Hand Raise Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE
 <p>JK Hey Justin</p> <ul style="list-style-type: none">HomeAppointmentsPeopleHand RaiseResourcesClass ScheduleWellness ToolsTo-Dos and EventsStudy BuddiesSurveysHoldsNotificationsMy DocsMajor ExplorerFavoritesAccountHelp	 <p>Hand Raise</p> <p>Create a Hand Raise</p> <p>Below are your previous submissions. Your school will review your submissions and contact you to follow-up.</p>  <p>No Hand Raise to view.</p>	 <p>10:29</p> <p>Hand Raise</p> <p>Looking for help? Tell us what you're looking for and we'll send you some resources. You can see your Hand Raise requests in the "My Docs" icon. If you're not finding what you're looking for, email us at navigate@uww.edu.</p> <p>Please select a reason *</p> <p>Choose one</p> <p>Is this associated with a specific class?</p> <p>Optional</p> <p>Additional comments</p> <p>Please enter a comment.</p> <p>Submit Cancel</p>
<p>Open your Navigate app and select the Hand Raise icon on the home page.</p>	<p>Next, select Create a Hand Raise at the top of the screen.</p>	<p>Select the information you would like to receive and then click Submit.</p>

HAND RAISE FEATURE

Frequently Asked Questions

Who receives notifications when I raise my hand?

If you choose *I'd like staff to contact me about something not listed*, the Navigate app administrator on campus will reach out to see if they can help connect you with other UW-W resources. The other Hand Raise options will automatically send you an email with suggested resources, so no specific staff person is notified.

PEOPLE FEATURE

What is the People feature?

Navigate's People feature allows you to find who your connections are on campus during your time at UW-Whitewater. You will find instructors, advisors, and other staff, as well as how to connect with them.

How to Use the People Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE

JK Hey Justin + ?

- Home
- Appointments
- People**
- Hand Raise
- Resources
- Class Schedule
- Wellness Tools
- To-Dos and Events
- Study Buddies
- Surveys
- Holds
- Notifications
- My Docs
- Major Explorer
- Favorites
- Account
- Help

STEP TWO

< Resources

Type to search people × Search

- Instructor >
- Coach >
- Career Services Staff >
- Advisor >**

STEP THREE

< Advisor

SW Warhawk, Susie
Advisor

Open your Navigate app and select the **People** icon on the home page.

Select the type of staff you want to see. For this example, we will click the advisor tab.

Select an individual to see contact information.

PEOPLE FEATURE

STEP FOUR

< Connect

SW

Susie Warhawk
Advisor

Mail Call

Schedule an Appointment

Email

warhawks@uww.edu

Locations

CoBE Advising and Career Center

STEP FIVE

Mail Call

Schedule an Appointment

Email

warhawks@uww.edu

Locations

CoBE Advising and Career Center

Appointment

Days and Times

January 23, 2023 to September 01, 2024

Mondays	8:30am - 4:00pm
Tuesdays	8:30am - 4:00pm
Wednesdays	8:30am - 4:00pm
Thursdays	8:30am - 4:00pm
Fridays	8:30am - 4:00pm

Services

Academic and/or Schedule Questions, Academic Standing / Probation, Course Planning, Getting Involved, Graduation Planning, Holds, Major & Career Information/Exploration, Major/Minor Changes, Personal Matter, Transfer Advising

You may have the option to schedule an appointment with certain staff.

For more about locations, **click the dropdown** to see hours, services, and room numbers!

Frequently Asked Questions

Who will I see in this section?

You may see the following types of people listed, depending on the connections you have with various staff across campus: Advisors, Instructors, Career Services Staff, Resident Assistant, Complex Director, Assistant Complex Director, Peer Mentor, Coach, and a few other program-specific individuals. This list is subject to change, based on your connections on campus and new staff members that we bring into Navigate.

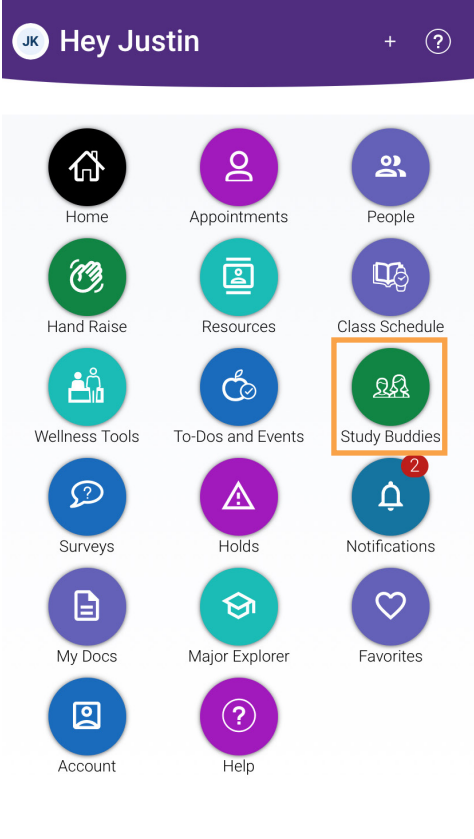
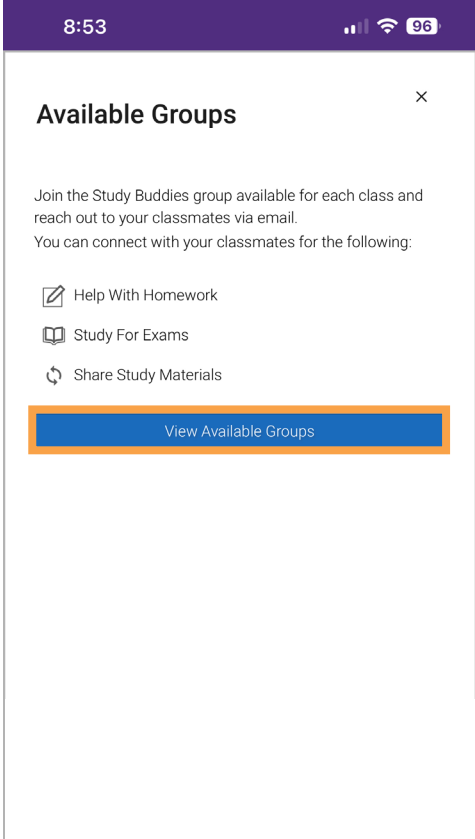
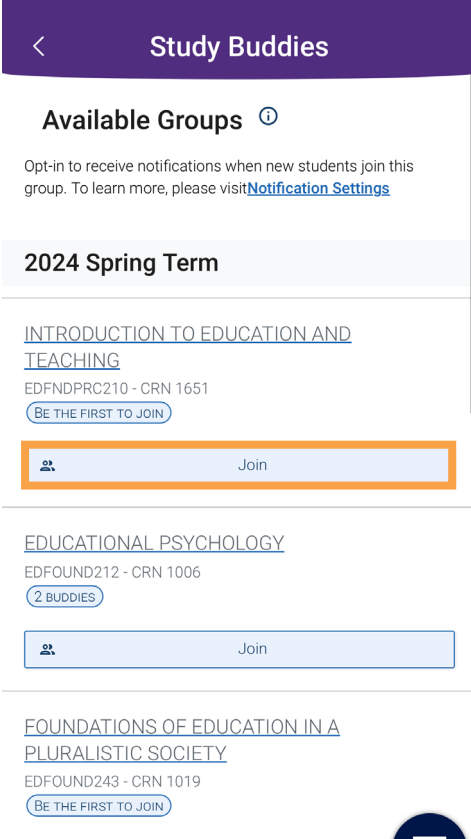
STUDY BUDDIES FEATURE

What is the Study Buddies feature?

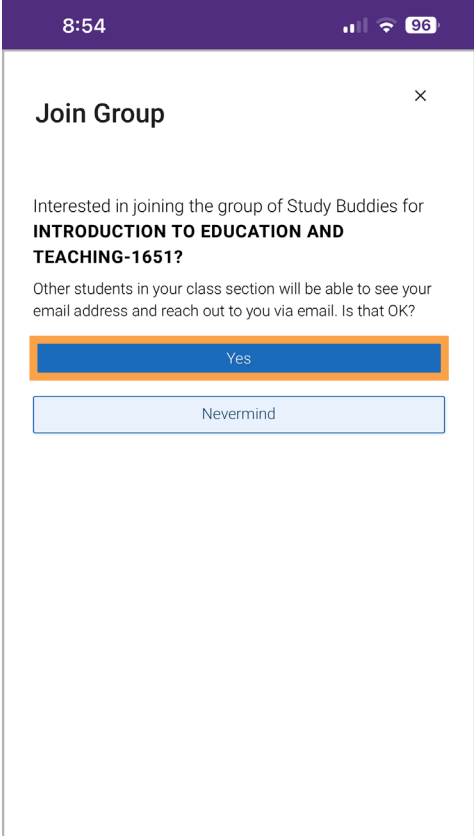
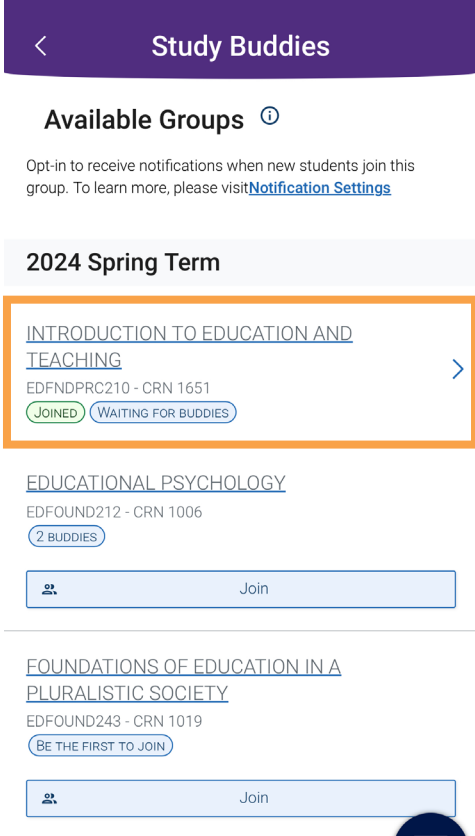
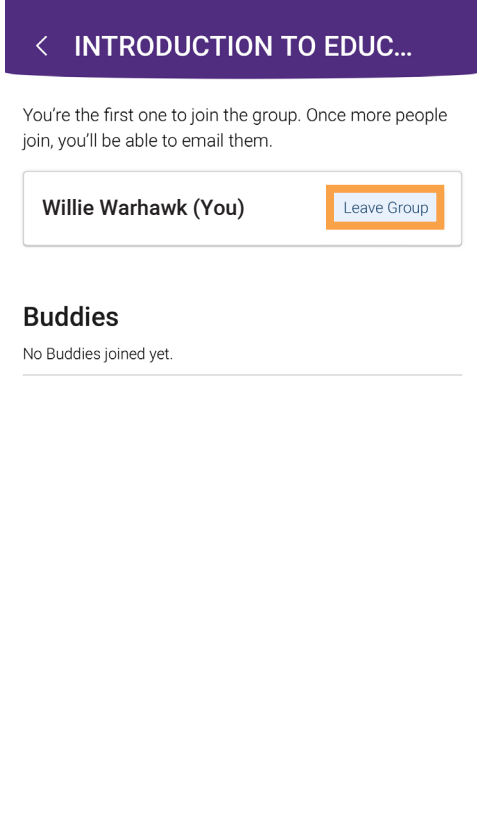
Study Buddies allows students to opt in to see which classmates are interested in connecting or studying together outside of class.

How to Use the Study Buddies Feature

Note: the following workflow shows the process via the mobile app.

STEP ONE	STEP TWO	STEP THREE
 <p>JK Hey Justin + ?</p> <ul style="list-style-type: none">HomeAppointmentsPeopleHand RaiseResourcesClass ScheduleWellness ToolsTo-Dos and EventsStudy BuddiesSurveysHoldsNotificationsMy DocsMajor ExplorerFavoritesAccountHelp	 <p>8:53</p> <h3>Available Groups</h3> <p>Join the Study Buddies group available for each class and reach out to your classmates via email. You can connect with your classmates for the following:</p> <ul style="list-style-type: none">Help With HomeworkStudy For ExamsShare Study Materials <p>View Available Groups</p>	 <p>< Study Buddies</p> <h3>Available Groups</h3> <p>Opt-in to receive notifications when new students join this group. To learn more, please visit Notification Settings</p> <h4>2024 Spring Term</h4> <p>INTRODUCTION TO EDUCATION AND TEACHING EDFNDPRC210 - CRN 1651 BE THE FIRST TO JOIN</p> <p>Join</p> <p>EDUCATIONAL PSYCHOLOGY EDFOUND212 - CRN 1006 2 BUDDIES</p> <p>Join</p> <p>FOUNDATIONS OF EDUCATION IN A PLURALISTIC SOCIETY EDFOUND243 - CRN 1019 BE THE FIRST TO JOIN</p>
<p>Open your Navigate app and select the Study Buddies icon on the home page.</p>	<p>Next, click on View Available Groups.</p>	<p>Select a class where you want to find study buddies and click Join.</p>

STUDY BUDDIES FEATURE

STEP FOUR	STEP FIVE	STEP SIX
		
<p>Select Yes to join the group.</p>	<p>Congrats! You have joined a group. If you ever want to leave, click on the class.</p>	<p>To leave the group, select Leave Group.</p>

Frequently Asked Questions

Can I message potential study partners directly through the Study Buddies feature in the app?

No, the messaging does not take place directly in the Navigate app. From the Study Buddies feature you can select classmates to email, and then an email app or desktop site (Outlook for UW-W) will open to send the email.