# Navigate Training Options, Fall 2022

Take a look at the Navigate training website for user instructions and introduction videos.

We are also offering the following virtual trainings to help new users learn the tips and tricks to Navigate. There are three training categories listed below. Please find the one that is right for you. Unsure where you attend, reach out to us at navigate@wcupa.edu. Want to schedule a separate training for your group, reach out to us at navigate@wcupa.edu

## Option 1: Training for Academic Support Care Unit.

**Who:** The department chairs, student success coordinators, associate deans, graduate coordinators who will be responding to the following student cases: Academic Advising, Enrollment Concerns, Other.

**What:** Will review how to utilize navigate, seeing and responding to cases, setting up appointment availability.

**When:** The following sessions are all repetitive. We ask that every individual attend *one* of the sessions

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| **Topic** | **Invitees** | **Date/Time/Location** | **Zoom Information**  |
| Academic Support Care Unit  | Department Chairs, Associate Deans, Student Success Coordinators | Friday 8/26 11-12:15 | <https://wcupa.zoom.us/j/96830384737?pwd=cEhhbmxZNWhhbCtFZzBqMXhUaUJJZz09> |
| Academic Support Care Unit  | Department Chairs, Associate Deans, Student Success Coordinators | Tuesday 8/30 9 –10:15 am  |  <https://wcupa.zoom.us/j/91284420479?pwd=a0NEMVhBVzZLblhZOVlwYUJyR1M5Zz09> |
| Academic Support Care Unit  | Department Chairs, Associate Deans, Student Success Coordinators | Thursday 9/8 3-4:15 pm  |  <https://wcupa.zoom.us/j/93462023415?pwd=c01DMnJHcHUyWFA5cW44MTNJVGJRUT09> |
| Academic Support Care Unit | Department Chairs, Associate Deans, Student Success Coordinators | Wednesday 9/14 11-12:15 |  <https://wcupa.zoom.us/j/91344626406?pwd=ekZScC91M1pRT3lZV2hoVUIxZ3ZKZz09> |

## Option 2: Faculty drop-in training

**Who:** All instructional faculty. These partners will be doing Add/Drop attendance & progress reports in Navigate.

**What:** Will review how to do add/drop attendance, progress report, see student information, issue ad hoc alerts.

**When:** The following sessions are all open-house style. We’ll review information and provide time for users to ask questions and offer suggestions.

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| **Topic** | **Invitees** | **Date/Time/Location** | **Zoom Information**  |
| Faculty drop-in | All Faculty  | Thursday 9/1 10-11 am  | <https://wcupa.zoom.us/j/99222622762?pwd=bEI0Yk9BVytKd0UrZXRCK0N2b2IyQT09> |
| Faculty drop-in | All Faculty  | Friday 9/2 12pm-1pm | <https://wcupa.zoom.us/j/93340965013?pwd=L09CZ01Vd1p6bEVOY2UrbGxZWTFMQT09> |
| Faculty drop-in | All Faculty  | Thursday 9/8 2-3 pm | <https://wcupa.zoom.us/j/95534053625?pwd=V3FxcTUxRGsrTS9YWFJrVUM2R0Rkdz09> |
| Faculty drop-in | All Faculty  | Wednesday 9/14 4-5 pm | <https://wcupa.zoom.us/j/94231734246?pwd=dU03QkpJVzI5c1pmTDU0akdmODdXUT09> |

## Option 3: Navigate Introduction

**Who:** All staff, advisors, administrators who are utilization or looking to use navigate to engage with students, schedule appointments, or support alerts/cases

**What:** Will review how see student information, utilize navigate to connect with students, and see/respond to cases & alerts

**When:** The following sessions are all repetitive. We ask that every individual attend *one* of the sessions

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| **Topic** | **Invitees** | **Date/Time/Location** | **Zoom Information**  |
| Navigate Introduction | Staff, faculty & administrators  | Thursday 9/1 11-12 | <https://wcupa.zoom.us/j/98932338006?pwd=dHBFMHluNVZHMFUwUXJnLzhydzJUdz09> |
| Navigate Introduction | Staff, faculty & administrators  | Friday 9/9 11- 12 | <https://wcupa.zoom.us/j/96839461840?pwd=NjRHSFRpL3ovS3NvbE0ranlsUnNkdz09> |
| Navigate Introduction | Staff, faculty & administrators | Thursday 9/15 2-3 |  <https://wcupa.zoom.us/j/98757441383?pwd=TVVFd3hKV1Njc1ZsZ3BUd25sd1dNQT09> |
| Navigate Introduction | Staff, faculty & administrators | Tuesday 9/20 1-2 pm  | <https://wcupa.zoom.us/j/98143074546?pwd=UkJMdHllRGJvSk8zbnNxZ0gvNGFJZz09> |
| Navigate Introduction | Staff, faculty & administrators | Monday 9/26 3-4 pm  | <https://wcupa.zoom.us/j/98060235303?pwd=ZEVVWElMdmRxRTFwTms3UHdZandtQT09> |