EAB Navigate Scavenger Hunt

INSTRUCTIONS

Queens College  
October 2019

Login to the training site at: <https://qc-cuny.campus-training3.eab.com/>

(Remember to use your CUNYfirst credentials).

| **Be sure to do this only in the training site (NOT the production site). Emails won’t be sent to students in the training site.**  **The training site has a green tool panel on the left.** |
| --- |

Then complete the 8 activities below.

1. Set your availability for the rest of the semester! [HINT](#_xop5opgzgi78)

1. Look up student #1. [HINT](#_u2r2cnv2h9no)
   1. How many courses has student #1 earned a D or F in?
   2. What is her GPA?
   3. What was her term GPA and credits earned in fall 2018?
   4. What is her academic standing?

1. Schedule an appointment with you and student #1 to discuss an RD change. [HINT](#_km691d5enfba)

1. Send student #1 a message through Navigate. [HINT](#_3a2cc8d44hra)

1. Report on a ‘Course Selection’ appointment with student #2 (make up any details you would like in the report). [HINT](#_tak2ivx3y16n)

1. Issue an “at risk for transferring or withdrawing” alert on student #2. [HINT](#_k1rab4pmcwxb)

1. Go to the Help Center. Name a help category under Strategic Resources. [HINT](#_alkojd5gjkmv)

1. This is a multi-step task (and if you can do this successfully, you are an EAB Navigate master!):

a. Use the advanced search to identify a group of students of your choosing (i.e., English majors) [HINT](#_3vqwx9888sly)

b. Save your search. Remember to name the campaign: Your Name\_Term\_Purpose (i.e., Rosenblat\_Fall 2019\_Re-Enrollment Campaign) Example: Students enrolled in FA19 who are English majors. [HINT](#_ujzbflj3kz8u)

c. Run an ‘Appointment Campaign’ on this group of students. [HINT](#_ob960719zasa)

Then report your findings at: <https://forms.gle/vZc8pPLPYccJdvFk6>

The IDs of the two students were in the email sent to go-live day participants. If you can’t locate that information, send an email to [Eva Fernández](mailto:eva.fernandez@qc.cuny.edu).

EAB Navigate Scavenger Hunt

HINTS

# Queens College October 2019

# Navigate Scavenger Hunt - Hint 1

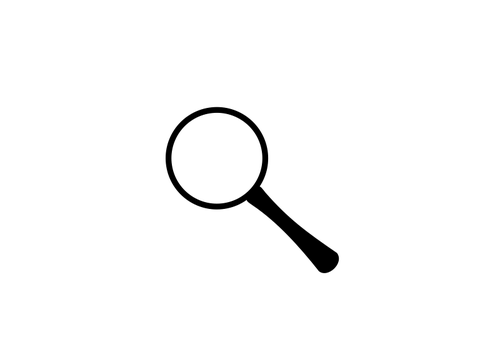
1. Set your availability for the rest of the semester!

* **On the Staff Home page, there is a tab called “My Availability”**
* **Under Available Times, select Actions-->Add Time**

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# Navigate Scavenger Hunt - Hint 2

1. Look up student #1, Khasondra Moran 23812646.
   1. How many courses has Khasondra earned a D or F in?
   2. What is her GPA?
   3. What was her term GPA and credits earned in fall 2018?
   4. What is her academic standing?



* **Use the Search page**
* **Remember to click the “Search” button at the bottom (Enter key will not start the search)**
* **Explore the available tabs on a student’s page, beneath the student’s name**

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# Navigate Scavenger Hunt - Hint 3

1. Schedule an appointment with you and student #1, Khasondra, to discuss an RD change.

* **See the menu on the right**
* **Remember you need to have set your availability in order to schedule an appointment. If you haven’t set your availability, there will be no appointment slots to schedule into.**
* **Different locations offer different services (although a service can be offered in more than one location. If you don’t find RD change among the services offered, try a different location.**

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# Navigate Scavenger Hunt - Hint 4

1. Send student #1, Khasondra, a message through Navigate.

* **See the “Staff Alerts” menu on the right**
* **Select the “Message Student” link**

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# Navigate Scavenger Hunt - Hint 5

1. Report on a ‘Course Selection’ appointment with student #2, Joseph Siri 23673421 (make up any details you would like in the report).

* **Enter the student ID into the Quick Search magnifying glass field on the upper right hand corner.**
* **Select the “Report on Appointment” link**

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# Navigate Scavenger Hunt - Hint 6

1. Issue an “at risk for transferring or withdrawing” alert on student #2, Joseph Siri 23673421.

* **See the “Staff Alerts” menu on the right**
* **Select the “Issue an Alert” link**

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# Navigate Scavenger Hunt - Hint 7

1. Go to the Help Center. Name a help category under Strategic Resources.

* **Click the Help question mark on the upper right hand corner of the page.**
* **Select the “Search for Help Articles” link**

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# Navigate Scavenger Hunt - Hint 8a

1. a. Use the advanced search to identify a group of students of your choosing (i.e., English majors).

* **Click the magnifying glass icon on the left hand navigation bar.**
* **Enter any criteria.**
* **Click the Search button.**

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# Navigate Scavenger Hunt - Hint 8b

1. b. Save your search. Remember to name the campaign: Your Name\_Term\_Purpose (i.e., Rosenblat\_Fall 2019\_Re-Enrollment Campaign) Example: Students enrolled in FA19 who are English majors.

* **Click the Save button that appears after the title: “Unsaved Student Search”.**

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# Navigate Scavenger Hunt - Hint 8c

1. c. Run an ‘Appointment Campaign’ on this group of students.

* **Be sure to select all students.**
* **Click the “Actions” link .**

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