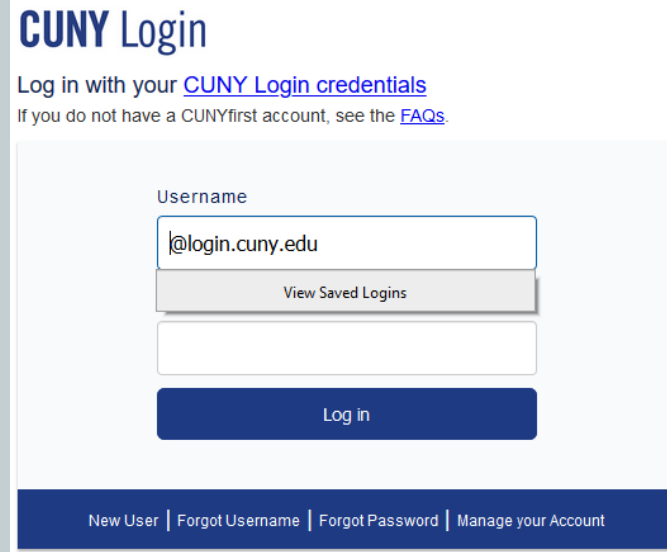# QC NAVIGATE FOR FACULTY ADVISING

Appointment Campaigns

GETTING READY

- INTERNET BROWSER: CHROME, MICROSOFT EDGE ARE BEST, FIREFOX also works well. Avoid Internet Explorer

- TEST YOUR CUNYfirst CREDENTIALS

  - Also known as: CUNY credentials, these are different from your QC credentials

  - QC Navigate credentials are the same as those you use for CUNYfirst

  - If you don't know these credentials or cannot remember the password, you have to go to the CUNYfirst log in page - https://cunyfirst.cuny.edu - to reset them

    - Your CUNY username is firstname.lastnameXX@login.cuny.edu (where XX are the last 2 digits of your CUNY ID (emplid).

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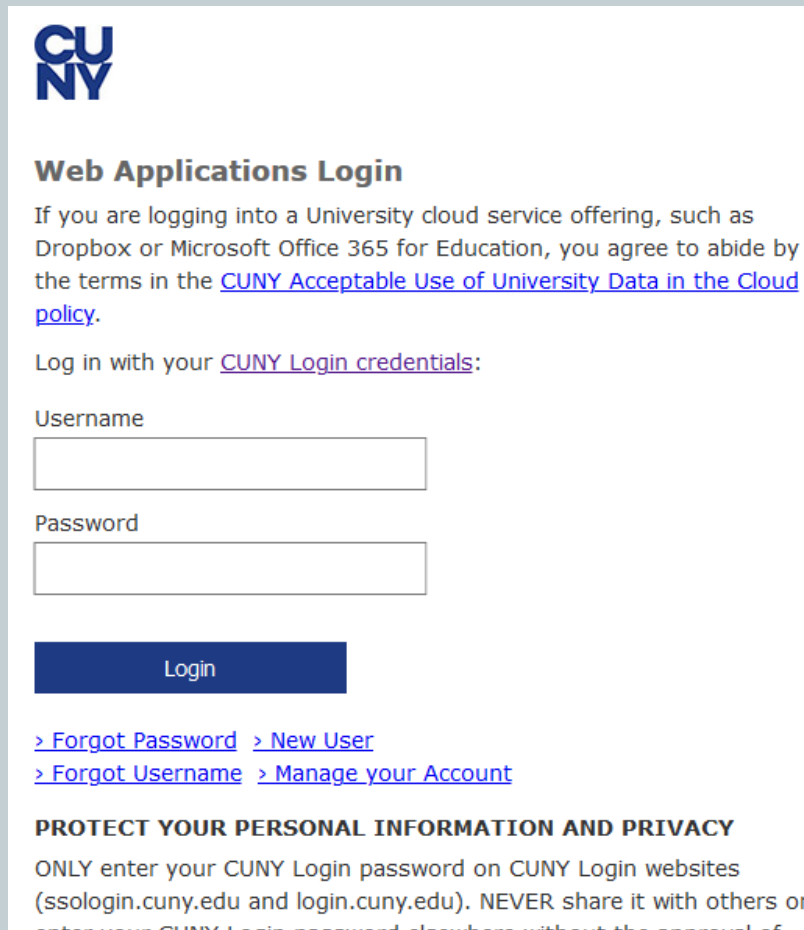
NAVIGATE

LOGGING IN TO QC NAVIGATE

- LOG IN PAGE: https://qc-cuny.campus.eab.com/

- Note that you do not need to type "@login.cuny.edu" – just firstname.lastnameXX

QC NAVIGATE INFORMATION
https://eab.qc.cuny.edu

PROTECTING STUDENTS' PRIVATE INFORMATION

- As with CUNYfirst, you have access to FERPA-protected information

- Be sure to keep student education information secure

- Read more here:

  - Federal FERPA policy: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

  - CUNY FERPA policy: https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/FERPA-2.pdf

BEFORE YOU SET UP AN APPOINTMENT CAMPAIGN

1. **SYNCHRONIZE YOUR (WORK) CALENDAR WITH THE NAVIGATE SYSTEM**

   1. TWO-WAY SYNC FOR OUTLOOK, GOOGLE OR OTHER CALENDAR

   2. THIS IS ONE-TIME STEP

   3. PREVENTS STUDENTS FROM SCHEDULING APPOINTMENTS AT A TIME WHEN YOU HAVE OTHER OBLIGATIONS/BLOCK ON YOUR CALENDAR

   4. ASSURES THAT STUDENT APPOINTMENTS SHOW UP ON YOUR WORK CALENDARS SO YOU DON'T SCHEDULE OVER AN EXISTING APPOINTMENT WITH A STUDENT

   TO SYNC YOUR CALENDAR USING OUTLOOK, SEE INSTRUCTIONS HERE:

   https://drive.google.com/file/d/1o66sy9REqyT9BC7WnboFrTsUr2Ad9SlU

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NAVIGATE

BEFORE YOU SET UP AN APPOINTMENT CAMPAIGN

2. SET UP AVAILABILITY

1. THIS WILL ESTABLISH THE DAYS AND TIMES THAT YOU ARE AVAILABLE FOR ADVISING (OR ACADEMIC SUPPORT) GENERALLY

2. NAVIGATE WILL PREVENT STUDENTS – WHETHER SETTING AN APPOINTMENT ON THEIR OWN OR VIA AN APPOINTMENT CAMPAIGN – FROM SCHEDULING OUTSIDE YOUR ESTABLISHED DATE/TIME PARAMETERS

3. YOU MAY SET UP MULTIPLE AVAILABILITIES AT ONCE, DEPENDING UPON THE COMBINATION OF DAYS AND TIMES YOU ARE AVAILABLE

4. FACULTY MEMBERS WILL SET UP NEW AVAILABILITIES PERIODCIALLY, AT LEAST EVERY SEMESTER

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NAVIGATE

SETTING AVAILABILITY

Staff Home

Professor Home | ppointments | My Availability | Appointment Queues

My Assigned Students for 2020 Spring ▾

1. Start from your **Staff Home** page (not your Professor Home)

2. Select the My Availability tab

Actions ▾

☐ ALL	STUDENT NAME	▾	ID	WATCH LIST	⬍	CUMULATIVE GPA	⬍

No matching records found

Previous   Next

0 total results

Actions

I want to...

Issue an Alert

Quick Links

Take me to...

School Information

Campaigns...

Appointment Campaigns

Upcoming Appointments

You have no upcoming appointments.

SETTING AVAILABILITY

ADD AVAILABILITY

1. Select the days of the week that you will be available, generally, for appointments with students.

2. Indicate the time range for these days. If you have different time ranges for different days, set an additional availability after you complete the first one.

3. Select **A Range of Dates** option, and then indicate the date range these days and times will be available. This can be for a single week, or several weeks, months, etc.

4. Type of Availability: Select only **Campaigns**

5. Care Unit: Select **Academic Advising**

6. Location: Select **QC Academic Department, Virtual/Online Appointment** (When back on campus, you will select your own Department's Main Office)

7. Services: Select **Academic Planning**

8. URL/Phone is optional – provide either if you know how you'll meet with your students.

9. Provide any additional information for the students here. Students will see this when scheduling an appointment.

10. For individual meetings, leave the default as 1. Change for group appointments.

Remember to **SAVE** your availability. Create more availabilities, as needed.

Top Section

ADD AVAILABILITY

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From
9:00am

To
3:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
A Range of Dates

Starting on
04/13/2020

Ending on
05/08/2020

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Care Unit
Academic Advising

Location
Select Location

Services

Bottom Section

ADD AVAILABILITY

Location
QC Academic Department, Virtual/Online Appointment

Services
× Academic Planning

URL / Phone Number
https://zoom.us/j/9999999999?pwd=XXXXXXXXXXXXX

Special Instructions for Student

| B | I | ☰ | ☱ | ↶ | ↷ |

Put instructions for *all* students here.
• Formatting options are above.

UL » LI

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment
1

Cancel   Save

NAVIGATE

SET UP AN APPOINTMENT CAMPAIGN FOR STUDENTS IN YOUR PROGRAM OR DEPARTMENT

QUEENS COLLEGE

NAVIGATE

"STAFF" HOME PAGE

NAVIGATE

2020 Spring

Staff Home ▾

Start from your **Staff Home** page (not your Professor Home)

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for 2020 Spring ▾

Actions ▾

☐ ALL	STUDENT NAME ▾	ID	WATCH LIST ◆	CUMULATIVE GPA ◆	◆

No matching records found

Select the *Campaign* icon.

Previous   Next

0 total results

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Actions

I want to...

Issue an Alert

Quick Links

Take me to...

School Information

Download Center for Reports

Campaigns...

Appointment Campaigns

Upcoming Appointments

You have no upcoming appointments.

DEFINE THE CAMPAIGN
SIMILAR TO SETTING YOUR AVAILABILITY

Define Campaign

The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.

Campaign Name:

TEST Faculty Advising Campaign

Care Unit:

Academic Advising

Location:

QC Academic Department, Virtual/Online Appointment

Service:

Academic Planning

1. Enter a descriptive name for your campaign. Think about how to distinguish this from other campaigns you may run.

2. Care Unit: Select *Academic Advising*

3. Location: Select *Academic Department, Virtual/ Online Appointment*

4. Service: Select *Academic Planning*

5. Enter the date range during which students can schedule advising sessions with you.

6. Select the number of appointments students can schedule during this period. Usually this is just 1 but you may allow multiple appointments for each student.

7. Set the length of each appointment – this will influence the time slots available to students.

8. Create group appointments by entering a value greater than 1 – the number of students per appointment.

Selecting this option allows students to schedule an advising appointment with you even when the student would normally be "in class."

Begin Date: End Date:

04/13/2020   04/30/2020

Appointment Limit:

1

Appointment Length:

45 min

Slots Per Time:

1

Allow scheduling over courses

< Back   Save and Exit   Continue

ADD STUDENTS TO THE CAMPAIGN

TEST Faculty Advising Campaign

Add Students To Campaign

Advanced Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Student Information First Name, Last Name, Student ID, Category, Tag, Race, Watch List

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status

Assigned To

Goals & Interests Post Degree Goal, Favorites

Use **Advanced Search** to define the population of students you wish to include in the campaign. This could be for your Majors (use Area of Study) or for students who have taken a particular course (use Course Data). There are many ways to define your target population.

SELECT STUDENTS IN A PARTICULAR MAJOR OR MAJORS

Area of Study   College/School, Degree, Concentration, Major

College/School (In Any of These)?

All

Major (In Any of these)?

x MHC Psychology & Neurosci BA
x MHC Psychology BA
x Neuroscience-Psychology BA
x Psychology BA

Major (In All of these)?

All

Major (In None of these)?

All

Concentration (In Any of These)?

All

Degree (In Any of These)?

All

Use the "Major In Any of These" field, in the *Area of Study* section of the search page to identify students in a single or set of majors.

Remember to select the Macaulay Honors College version of programs, as well.

Scroll down for the **Search** button

ADD STUDENTS

Add Students To Campaign

Advanced Search

Saved Searches ▾

Standard User Type: | Majoring In: MHC Psychology & Neurosci BA, MHC Psychology BA, Neuroscience-Psychology BA, OR Psychology BA x

Search   Modify Search

Actions ▾

Selected all 2653 items. Clear Selection

☑ ALL		STUDENT NAME	▾ ID
☑	1	Aarons, Shayna	23600378
☑	2	Abaev, David	23543370
☑	3	Abas, Reiaz	23732262
☑	4	Abdelrahman, Mahmoud	23177750
☑	5	Abdurakhmanov, Elana	23812871
☑	6	Abeywardena, Nelusha	23048921
☑	7	Abizadeh, Brandon	23833152
☑	8	Abraham, Jason	23673344

Previous | 1 | 2 | 3 | Next   2,653 total results

Callout boxes:

Your search criteria is displayed here.

Select this link to select all values – when the search results return more than 1,000 students.

A list of records that meet your search criteria will be returned.

Click here to select all values on the first page.

Scroll down for the **Continue** button.

REVIEW STUDENTS

ADDING STAFF MEMBERS TO A CAMPAIGN

COMPOSE EMAIL MESSAGE

Compose Your Message

Provide an email subject line

{$student_first_name}, Schedule an Academic Advising appointment

Insert a hyperlink.

Formatting ribbon

B *I* ☰ ☰ 🔗 | Paragraph ⌄ | Merge Tags ⌄ | ↶ ↷

Please schedule your Academic Advising appointment.

Hello {$student_first_name}:

Please schedule an appointment for Academic Planning at QC Academic Department, Virtual/Online Appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{$schedule_link}

Thank you!

Use these tags to customize the email

Be sure to keep the **Scheduling Link** tag.

Available Merge Tags: ?	{$student_first_name} Inserts the student's first name	{$student_last_name} Inserts the student's last name	{$schedule_link} Inserts a link to schedule the appointment

Add Attachment:

Select file to attach

📎

Attach a file, if desired

PREVIEW EMAIL
THIS IS WHAT THE STUDENTS WILL RECEIVE

Preview Email | Preview Landing Page

Andrew, Schedule An Academic Advising Appointment

Please Schedule Your Academic Advising Appointment.

Hello Andrew:

Please schedule an appointment for Academic Planning at QC Academic Department, Virtual/Online Appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

Schedule an Appointment

You can also copy and paste this address into your web browser.
https://qc-cuny.campus.eab.com/a/123456

Thank you!

Students can schedule an appointment by clicking on the "Schedule an Appointment" link.

< Back

Save and Exit

Continue

CONFIRMATION PAGE

VIEW A LIST OF YOUR CAMPAIGNS

THANK YOU

SEND ANY QUESTIONS TO:

- For faculty in the School of Arts and Humanities
  - Eva Fernández (eva.fernandez@qc.cuny.edu)
- For faculty in the School of Education
  - Jim Curry (james.curry@qc.cuny.edu)
- For faculty in the School of Mathematics and Natural Sciences
  - Cheryl Littman (cheryl.littman@qc.cuny.edu)
- For faculty in the School of Social Sciences
  - Esther VanSertima (esther.vansertima@qc.cuny.edu)
- All others
  - Suwen Brunot (suwen.brunot@qc.cuny.edu)

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