

Greetings, Navigate South Users!

Welcome to another edition of our **semesterly Navigate South newsletter**! Each issue highlights features, updates, and tips to help you—and your students—make the most of Navigate South.

Updates to Case Management!

As you begin to receive new referrals/cases you may notice some new features. Please don't forget to **CLOSE** cases after you have addressed the issue or contacted the student.

New Case Outcomes:

Instead of simply open or close, you now have some new case outcome options: **Outreach 1**, **Outreach 2** and **Waiting On Student**. These will help you keep track of where you are at in managing cases. You will also notice a new close reason: **email communication sent to student**. There is also a new progress report alert made specifically for **online courses**. These are all created to help you better manage cases opened in your areas.

New Case Management View:

When you review cases for your area you will not notice the ability to see how many days the case has been open, how many days have passed since the case was acted on, and the ability to **LINK** cases opened for the same reason on the same student. It is also now much easier to close cases in bulk, message students, and see individual details of each case but using a case number. If you have any questions or would like a training on these new features please let me know!

New Updates!

Navigate South rolled out several new features last quarter, with more on the way!

What's new:

- **Minors are now in Navigate South!**

When viewing a student's profile, you can now see if they have a declared minor. The minor will be listed in the overview section under the student's ID and above their classification. This pulls directly from Banner and will only appear if a student has officially declared a minor.

- To pull a list of students with a specific minor, you will need to use the standard report "students report" in the reporting tool and not the advanced search feature.

If you advise or work with students within a specific minor and would like assistance, I will be happy to help you build a report to pull this information.

- **Required Comments for Appointment Services**

You now have the option to require students to leave a comment when scheduling certain types of appointments. Please let me know if you would like this activated for your area.

- **Copy Campaigns**

You now have the ability to copy old campaigns now instead of creating a new campaign for the same reason each semester.

- **Canvas Imports**

While Canvas is not new to Navigate South, the improved ability to see current grades for students is.

- **Staff Tasks**

To-dos aren't just for students anymore! Staff can now assign themselves reminders for specific tasks regarding students and mark them as complete when in Navigate when finished. Use this as a way to cut down on all the sticky note reminders on your desk!

- **NEW Canvas Commons Module**

Need help informing students on how to use Navigate South? Search "Navigate South" in Canvas Commons to add "Navigate South for Students" to your Canvas course. Thai teaches students how to use Navigate South to make appointments, see notes and how to use the app for special features such as Forage, handraise and study buddies.

👉 Need help with any of these features? Just let us know!

Save time with AI features

Navigate South has several new features that will allow you to save time as you prepare for and document appointments.

- **Staff Assistant:** The new blue icon in the bottom-right corner of your screen allows you to ask specific details on a student and get help adding students to a list, creating a campaign, and much more.
- **Meeting Summary Assistant:** Live transcription tool that lives as an option when reporting on an appointment or composing a note for a student. This tool DOES NOT record or save anything-it acts as a transcriber for meeting notes or attachments.
- **Apply A Template:** Option in the top right corner of your screen under your initials or photo that allows you to build message templates and apply them to campaigns or emails.
- **Report Finder:** Lives at the top of the reports tab and can help suggest or build reports based on your specific reporting needs

Don't forget about Journeys!

Journeys are a powerful new feature in Navigate South that guide students through step-by-step processes to complete a specific goal—like exploring majors, preparing to start college, or submitting required program documents.

New Journey spotlight: Study Abroad! If you are working with a student who is interested in studying abroad, assign them to the new study abroad journey!

💡 If you find yourself frequently explaining the same process to students, a Journey may be a great solution for your area.

👉 To request a new Journey for your area, complete the [Journey Request Form](#).

✨ **New Semester = new progress reports!**

Progress reports and attendance outreach will begin soon:

- **ROAR Attendance Alerts**
(*First-Year Experience, EH 101, EH 102, Public Speaking*)
 Outreach: **August 24-September 18**
- **Progress Reports (100–200 level Math & Science courses)**
 Campaign runs: **August 31-September 27**

✓ You may continue issuing performance or attendance alerts **outside of these windows**, and students will still be contacted.

Questions about campaigns or outreach? Contact **Student Academic Success**.

Let us know if your department would like to run major-specific progress reports!

Encourage Students to Use the Navigate360 App

Make sure your students download the **Navigate360 Student** app to access:

- Appointment scheduling
- Study Buddies
- Journey progress
- Forage

- Appointment notes
...and more!

Available in app stores—just search “**Navigate360 Student**” or have students scan the QR code below.



Need Help or Want to Learn More?

Questions, training requests, or ideas to better support your department?

 navigatesouth@southalabama.edu

 dallasschmidt@southalabama.edu

Let us know what you'd like to see in future newsletters. Thanks for using Navigate South to support student success! Go Jags!