

ACADEMIC PLANNING:

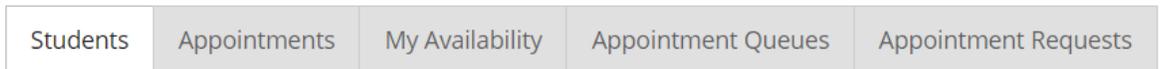
GUIDANCE FOR ACADEMIC ADVISORS in PILOT PROGRAMS

An integrated component of SSC-Navigate, **Navigate Student** includes a mobile application that helps students through key decisions and a new desktop planning tool, **Academic Planning**, to help them plan their courses, supporting timely degree completion.

Log in to SSC-Navigate using your K-State credentials: <https://k-state.campus.eab.com/>. **HINT:** If you typically access the Platform via the SSC link on the K-State Home Page, bookmark the log-in page. In or near March 8, this homepage route will go to Navigate Student (rather than Staff).

When you log in, make sure you are in the Staff Home:

Staff Home ▼

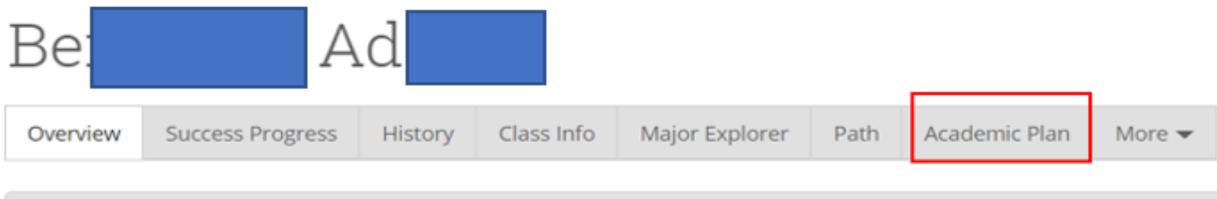


If the heading says Professor Home or Student Home, click the triangle and change to Staff Home. If you are unable to change this setting, contact Brad Cunningham (bradc@ksu.edu).

The first set of Academic Plans built in this planning tool are for the 2020 catalog year. Some programs have created plans or templates for earlier catalog years. If you are advising a student in a catalog year without a corresponding template, you may still use the planning tool, but you will use it differently (by using Search; see below).

Use the Academic Plan tab to review and make suggestions to a student's academic plan:

Once you have selected a student, click on the Academic Plan tab:



1. If there is a plan for this student’s catalog year, then the suggested course sequence will automatically populate for their primary plan as listed in KSIS. If nothing appears in the left column, it means a plan has not been built that matches for this calendar year. The student can still use the planner in the right column even if no suggested courses appear in the left column.
2. Clicking “Add Comments or Suggestions” opens the editor mode of the plan, allowing you to add new semesters, search for classes, add classes to the plan, make notes, etc. For more in-depth training on these features, consult the help document related to the Planning Tab on the EAB help site. To access the article, you must first log into the SSC platform: <https://k-state.campus.eab.com/> , then click on the big question mark icon in the upper right hand corner. Click “Help Center @ Support Links” to log into their help center. Once you are logged into the help center in one tab of your browser, you can click on the following link to go directly to the features article: [Student Profile: Academic Plan Tab for Shared Workspace – Help Center \(gradesfirst.com\)](#). We also will post this resource with other User Guides, a password protected area of the Resource Library on the [SSC-Navigate website](#).
3. The **feedback history** tool helps track changes and comments that have been made by the advisor, the student, or other staff members that have access to review/edit plans.
4. The right column is the actual semester-by-semester plan. It will default with the enrolled current terms and any future planned terms. Obviously, as this is a pilot, no students have future planned terms yet. Clicking the “Show completed terms” will then display previous terms.

1. Here is where you can change from the **Plan Suggestions** sequence to the **search** for class functionality. The search for class functionality will be how you find courses from minors, other plans, or any course not listed on the degree template. Students without templates can also use the search function to build plans from scratch.
2. The “hamburger” icon to the left of a course offers options for information related to that specific course. You can use this menu to add a flag to a course and leave a comment about it as well as to lock courses (indicating it is critical that the student take a given course in a particular term).
3. This is where you can see if the course or requirement has been completed, as well as seeing the course details as pulled over from KSIS.
4. Options for managing the plan. The “Send Suggestions” button sends your feedback on the Academic Plan to the student. NOTE: Students need to accept or decline your suggestions. Remind your students about this important step and encourage them to allow notifications from Navigate Student so they do not miss your feedback. Please share with students the **Enable AP Notifications Guide**.
5. Options for adding a new plan or locking classes. Use the “+Add Term” button to add terms to the student’s academic plan and use the template on the left-hand side to plan courses to terms.
6. Information about the registration status for any particular term.
7. Course information for that specific course.
8. Options for course information or to flag the course. Flagging allows you to create a note on that class for the student to see and read.
9. Additional information for how the student navigates to the plan and the features they will have (or eventually have as we roll out the planner in phases) can be found here: <https://support.gradesfirst.com/hc/en-us/articles/360014187213-Academic-Planner-for-Students> . Once again, remember you must be logged into EAB’s help center in at least one browser tab to be able to navigate directly to the article using the link. This and other User Guides can be found in a password protected area of the Resource Library on the [SSC-Navigate website](#).