



NAVIGATE

Monthly Newsletter

FEBRUARY 2024

MARCH 4, 9-10AM VIA ZOOM: CAMPAIGN REFRESH

Advising Technology is excited to announce our new webinar program where we will explore features in Navigate! In March, we'll focus on campaign set up, new functionalities, data review, and campaign topics for Appointment Campaigns

Zoom link: <https://virginiatech.zoom.us/j/86315406971>

This session will be recorded and uploaded to the Navigate Training Canvas site for those who cannot attend.



FEATURE SPOTLIGHT

Categories vs. Tags

Categories:

Are **fluid** and updated each night during the sync between Banner to Navigate.

Example Categories:

- URM
- First Generation
- Active Holds
- FERPA Waiver on file

Tags:

Are **static** and manually updated at certain points in time. Ask your Navigate liaison about planned updates!

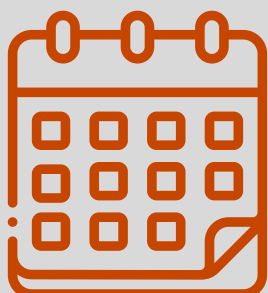
Example Tags:

- Course Request Submitted
- Entering cohort
- Applied for graduation
- SAP Contract

For a more exhaustive list of Categories and Tags, view the [Navigate Resources page](#).

Users with access to the Advanced Search and/or Reports feature can use Categories and Tags as filters for current terms. It is not recommended to use these tools for historical data analysis as the information could be different now from what it was in the past term being analyzed.

REMINDER: CALENDAR SYNC



Users who recently transitioned from Google Calendar to Microsoft365 Calendar: Don't forget to check your calendar in Navigate to ensure it is syncing with your new calendar. You can review a video tutorial on how to sync a calendar in Navigate in the Navigate Training Site on Canvas under Intro Part II. You can also review instructions from EAB's Help Center (must log in to view) [here](#). If you have attempted to sync and your calendar is stuck at "set up sync" for more than one hour, contact EABHelp@vt.edu