










# Navigate Top Tips for Faculty

Navigate is Baylor's Student Success Management System.

## ARE THERE OPPORTUNITIES FOR UTILIZING NAVIGATE TO ENHANCE YOUR WORK?

- [Progress Reports](#)**  
Quickly notify students that they are not performing as expected in your course. When you submit a progress report, your student automatically receives key resources specific to the reason(s) you select. They are then part of CASE's customized strategic outreach to find the best resources for their needs.  

- [Sync to Outlook](#)**  
Navigate can sync to your Outlook calendar, allowing your Outlook calendar to serve as your primary calendar by automatically importing any appointments made with you via Navigate.  

- [Texting Students](#)**  
Did you know that you can text students who are in your class? If you text fewer than 100 at a time, they can respond back to you via the 10-digit number automatically assigned to you via Navigate.  

- [Success Team](#)**  
Are you needing to connect with other faculty/staff who are connected to a particular student? You can view the Success Team for your students on the bottom right section of the student profile.  

- [How to find your First-Generation College Students](#)**  
Navigate uses a category called "First Generation College Students" that can quickly help you identify these students on the individual student profile or using **advanced search**.  

- [Document Student Meetings](#)**  
Want to document which students you meet with and have a place to record what you discussed for your reference later? By setting up a location with meeting reasons, you can create an appointment summary for your meetings with students.  

- [Study Buddies](#)**  
Navigate offers a feature in the Navigate Student app to help coordinate study groups for students in your class section. Using the feature Study Buddies in the app, students can opt in to utilize this feature.  

- [Outreach to Particular Group](#)**  
If you ever need to schedule meetings with your class or a particular subgroup of your class, you can utilize an appointment campaign to provide an easy-to-use outreach plan with direct links for students to schedule with you.  

- [Quick Link to Office Hours](#)**  
Want to get out of the email back and forth with students to schedule a time to meet? Enter your Personal Availability Link. With this feature, you can send the link to your students and/or add it to your email signature and they can click the link to schedule with you during times you have identified as available.  

- [Deep Link to Navigate in Canvas](#)**  
Are you wishing for a direct link to Navigate from your own Canvas course page? This option is now available, so that getting from one tool to the other is more seamless than ever.  


**Need Anything Else?**

Please email [Navigate@baylor.edu](mailto:Navigate@baylor.edu) with any additional questions or ideas about how Navigate might be most helpful for you. To request additional Navigate access, click [here](#).