

How to Enter Advising Notes

Implementation began July 2, 2018

**Step 1:** Go to My Nova and click on the NAVIGATE CAMPUS Logo.

**Step 2:** This will bring you to your HOME page in Campus – Staff (Advisor) Home.

(If your homepage says “Professor”, click on the drop down arrow and click on Staff (Advisor) Home. You should have two roles in Campus)

Any student assigned to you in the 2018 Summer Session will be listed. You can use the drop down arrow to locate your caseload of students from different years and sessions.

**Step 3:** To find a student’s information, you have two options:

1. Click on the advisee’s name under “My Assigned Students” if the student is one of your assigned students **OR**
2. In the right hand side of the top panel, click the small magnifying glass. A box will open up and you can enter the student’s name, IMPLID #, or NVCC email address. Click on the student and that student’s profile will come up for you.

Remember to use the tabs below the student’s name to see academic information about the student

**Step 4:** After you meet with the student in the advising session, you need to enter your notes:

1. Look at the box on the right hand side that says “Current Alerts” – this is your action box.
2. Click on “Report on Appointment”
3. A new page will open and on the left hand side you will select location, type of service, and meeting type from drop down boxes from drop down boxes.
4. You do not have to worry about the time boxes unless you want to enter when the student leaves your office.
5. Type your advising notes in the Appointment Summary box on the right and click

**Save this Report**

This is how you record notes in Campus. **Remember that you can go back and edit your notes later if** **you want.** This is the first roll out of EAB Navigate Campus and there will be more to come as we move into fall semester. Contact Maureen Lawson, Coordinator of Advising Training, [mlawson@nvcc.edu](mailto:mlawson@nvcc.edu) with questions about process or [advisorhelp@nvcc.edu](mailto:advisorhelp@nvcc.edu) For help with access or other technical issues with Navigate Campus, please email [EABcampushelp@nvcc.edu](mailto:EABcampushelp@nvcc.edu).