Navigate360 Staff Resource Guide

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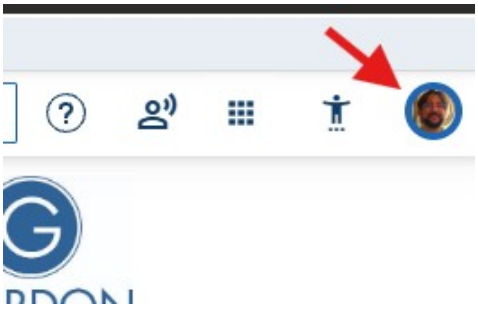
Practical, illustrated instructions for faculty and staff

Set Up Your Email Signature in Navigate360

A quick guide to saving your signature and inserting it into email messages or templates.

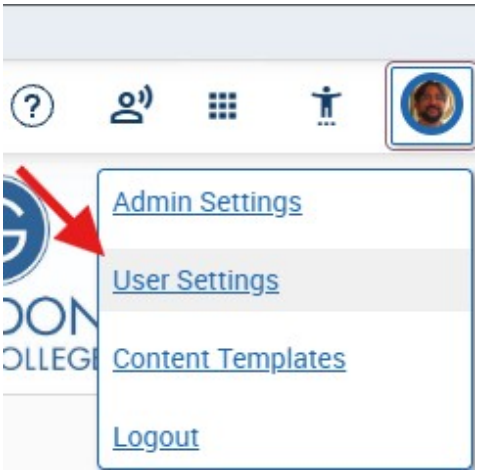
1. Open your profile menu

In Navigate360, select your profile picture or initials in the upper-right corner of the screen.



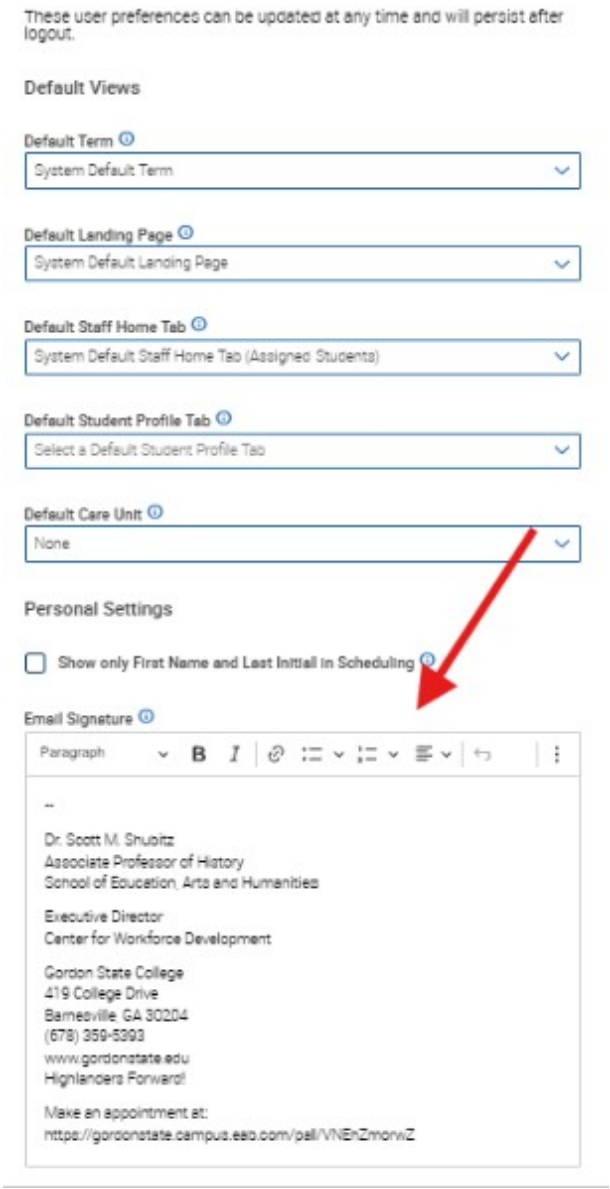
2. Select User Settings

Choose User Settings from the profile menu.



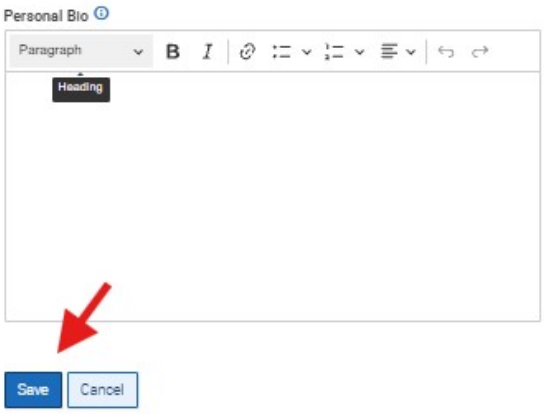
3. Find Email Signature

On the User Settings page, scroll to the Email Signature field under Personal Settings. Enter or paste your preferred signature.



4. Save your changes

Scroll to the bottom of the settings page and select Save.

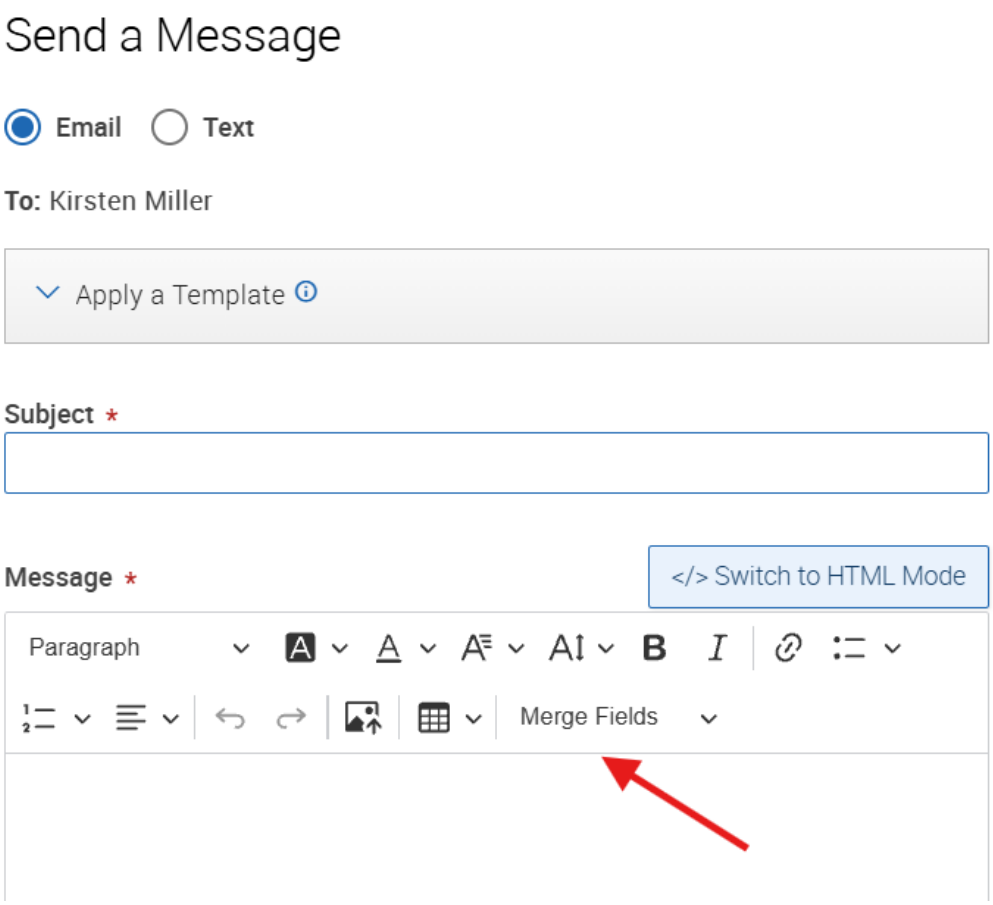


Add your signature to an email

Saving the signature does not automatically insert it into every message. Use the Email Signature merge field when composing a message or editing a template.

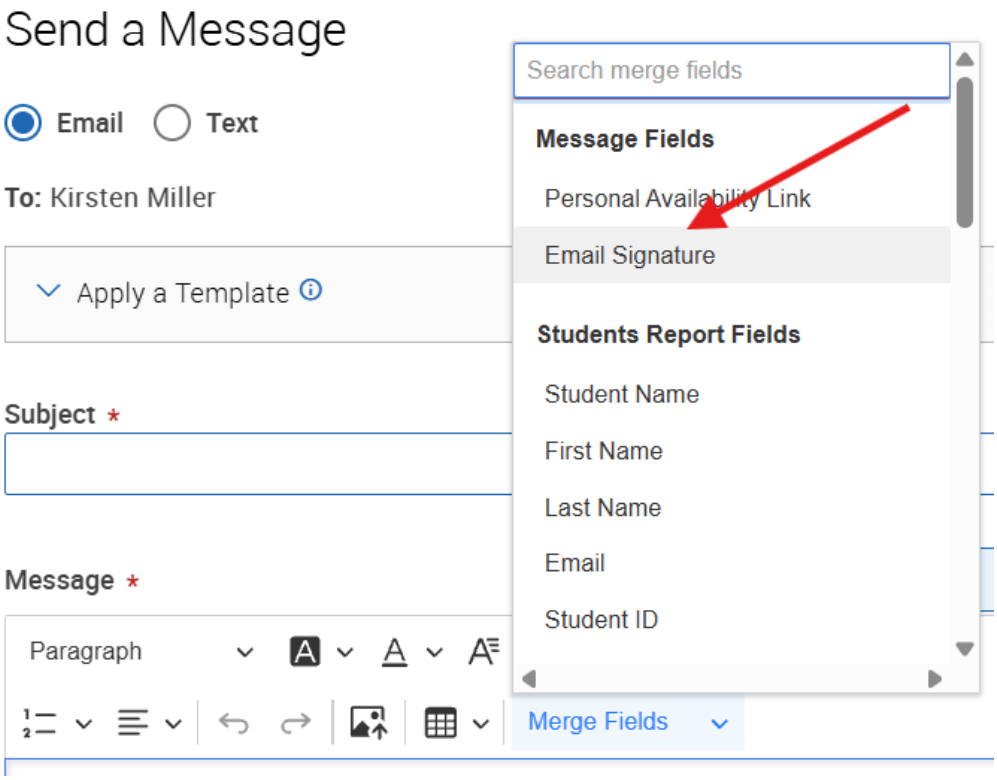
5. Open Merge Fields

In the email message editor, position your cursor where the signature should appear (usually after your message), then open the Merge Fields menu.



6. Insert Email Signature

Under Message Fields, choose Email Signature. Navigate360 inserts the saved signature at your cursor position.



Tip: For reusable email templates, include the Email Signature merge field in the template so it appears when the template is used.

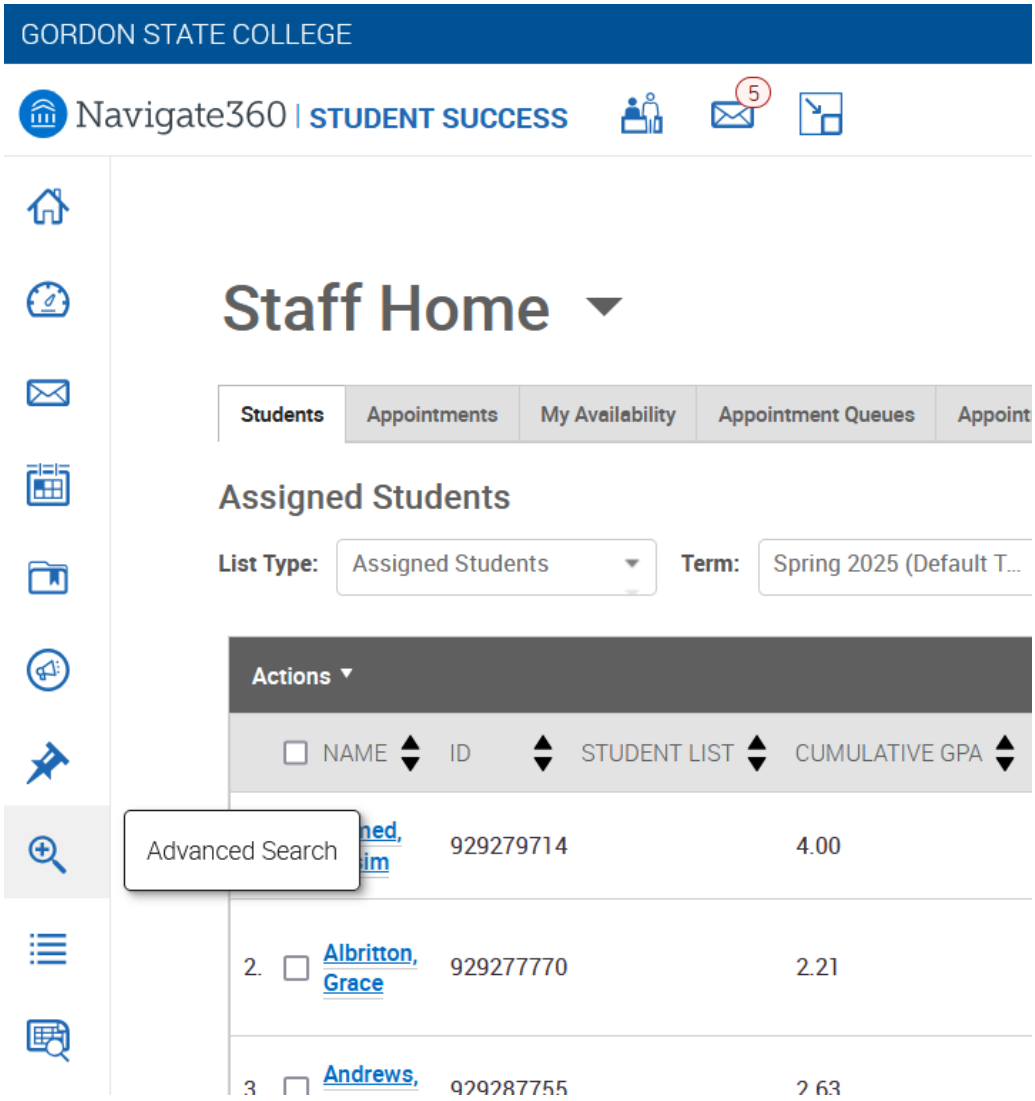
Using Advanced Search and Messaging Students in Navigate360

Step-by-step guide | Gordon State College

Use Advanced Search to identify students enrolled in a selected term, send a message to the resulting group, and personalize the greeting with merge tags. Screenshots reflect the interface shown in the original guide (Spring 2025); labels and counts may vary.

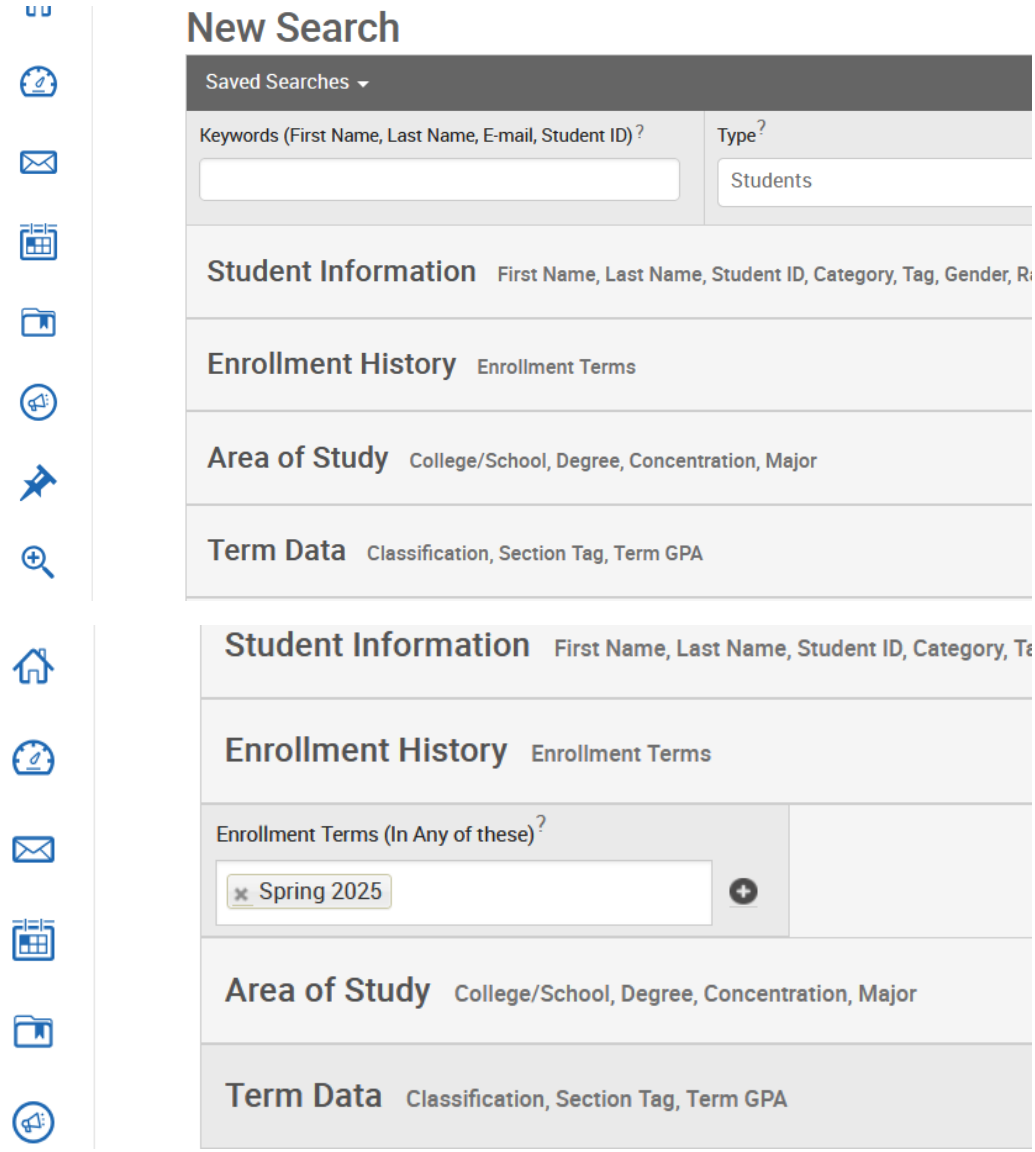
1. Open Advanced Search

From the left-hand toolbar in Navigate360, select Advanced Search.



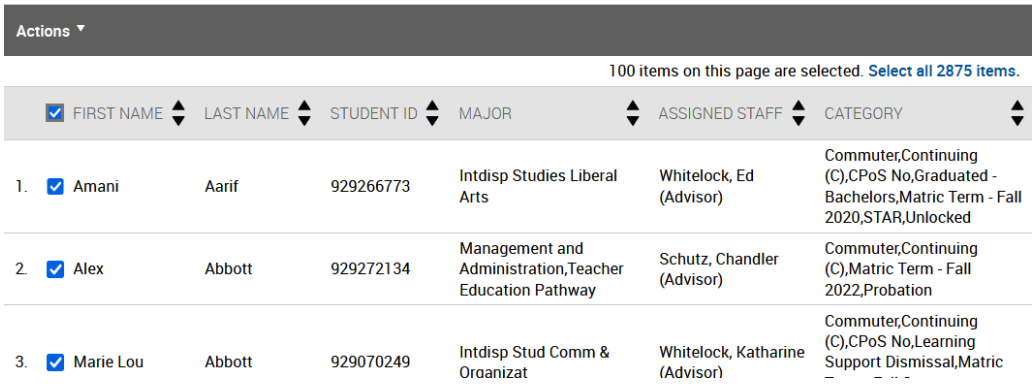
2. Choose an enrollment term

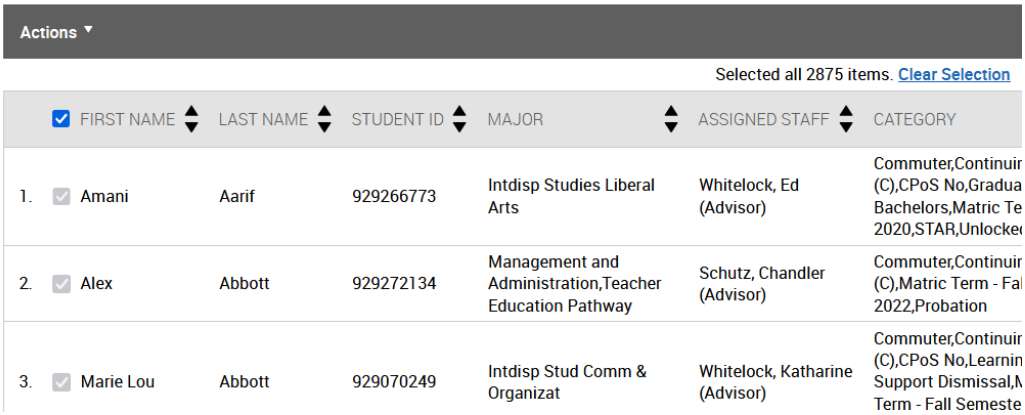
In the New Search window, expand Enrollment History. Under Enrollment Terms, choose the term you want to contact, then select Search. The original screenshots use Spring 2025 as an example.



3. Select all matching students

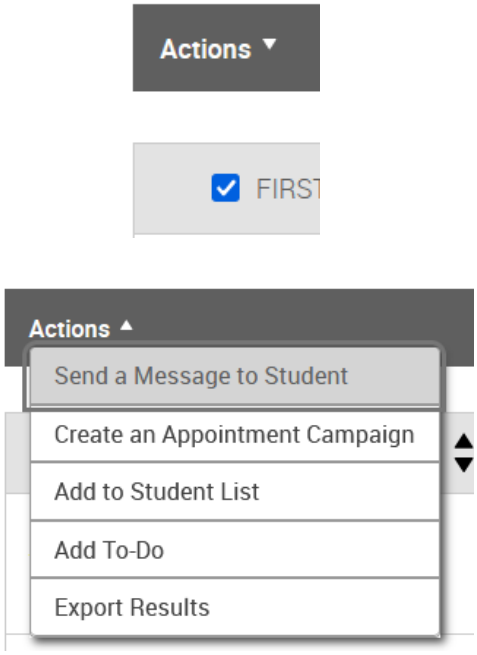
Review the search results. Select the checkbox beside FIRST NAME to select the students shown on the current page. If you want to message everyone in the results, also click the Select all [number] items link. The total changes depending on the search.

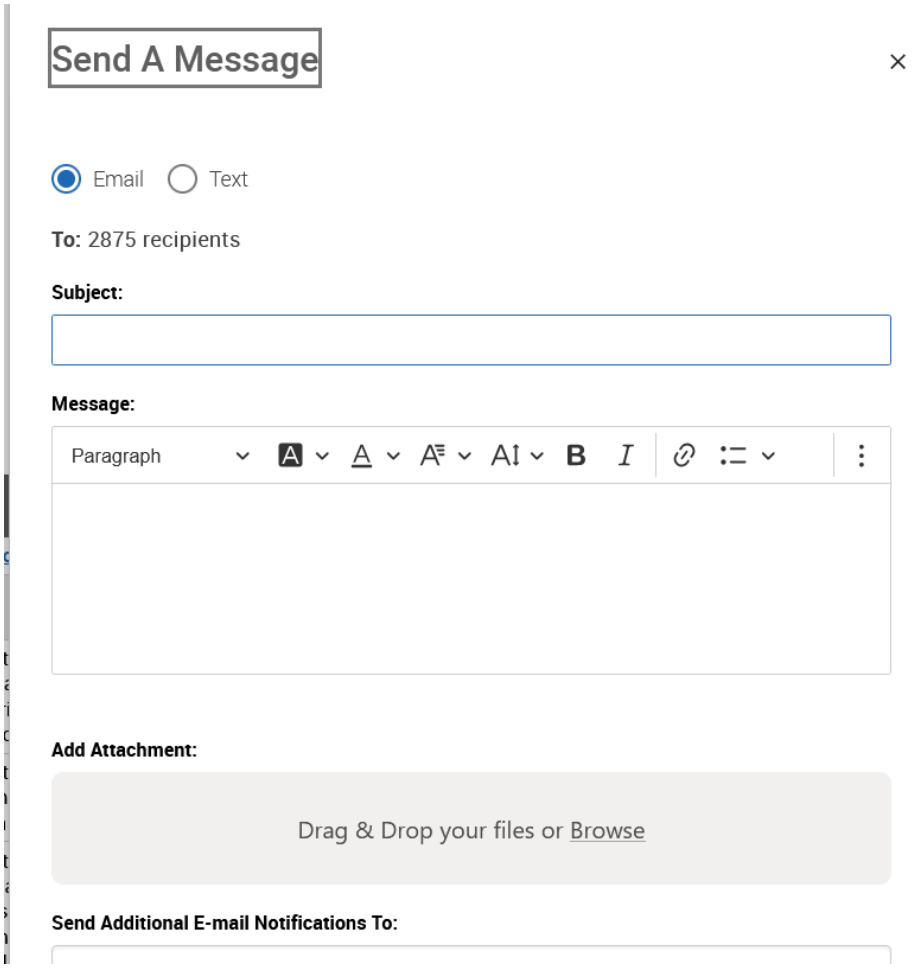




4. Start a group message

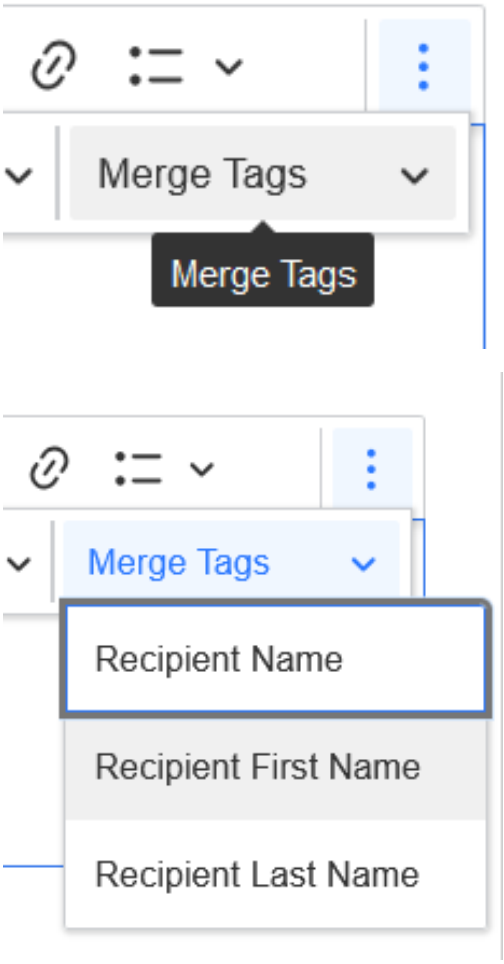
Open Actions and select Send a Message to Student. The Send a Message panel appears on the right; verify the recipient count before proceeding.





5. Personalize the greeting

In the message editor, open the three-dot menu and choose Merge Tags. Select Recipient First Name. Type a greeting before the tag and add punctuation afterward—for example, Hello [first-name merge tag],. The system substitutes each recipient's name when the message is sent.



Send A Message

Email Text

To: 2875 recipients

Subject:

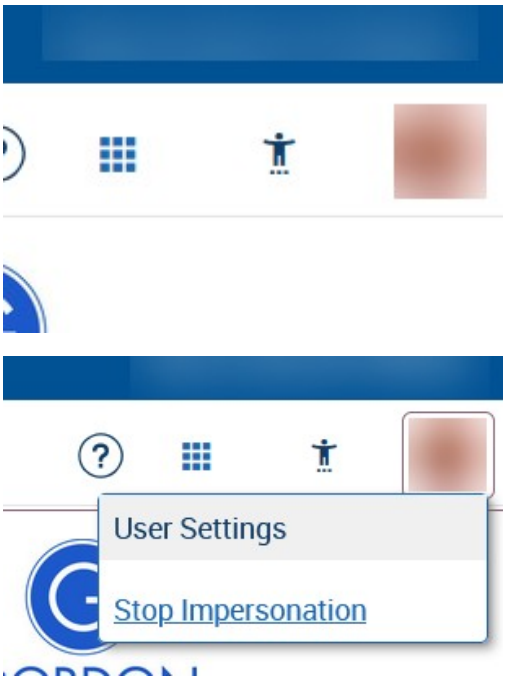
Message:

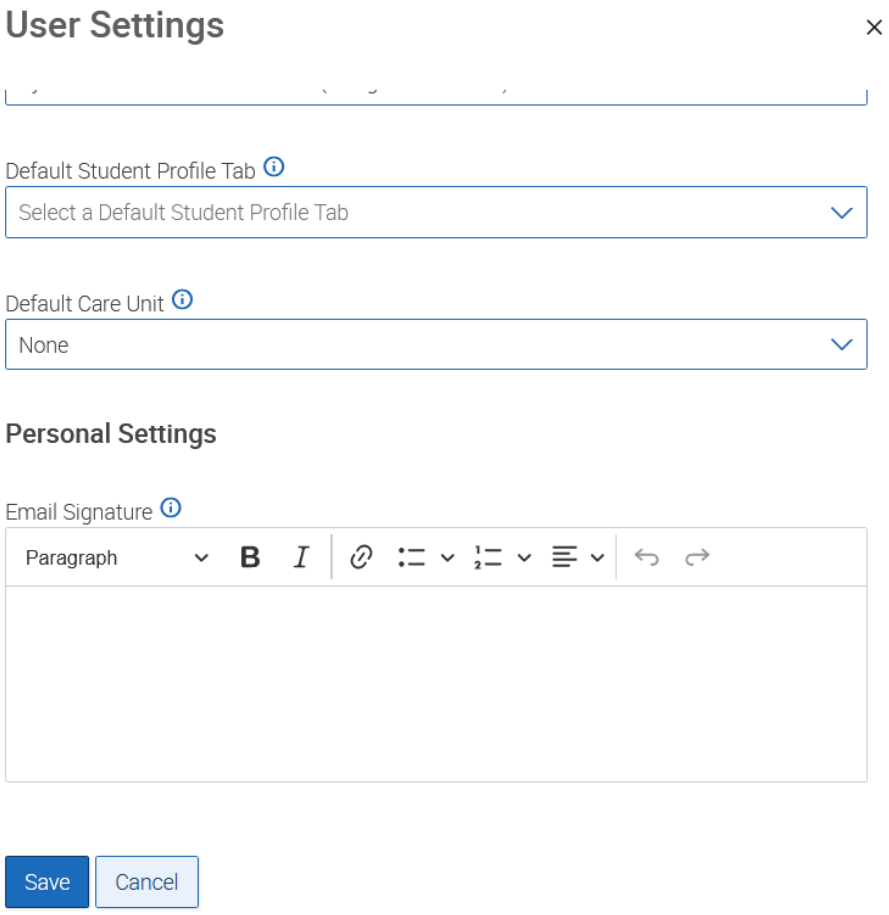
Paragraph

Hello {$recipient_first_name},

6. Optional: Set up an email signature

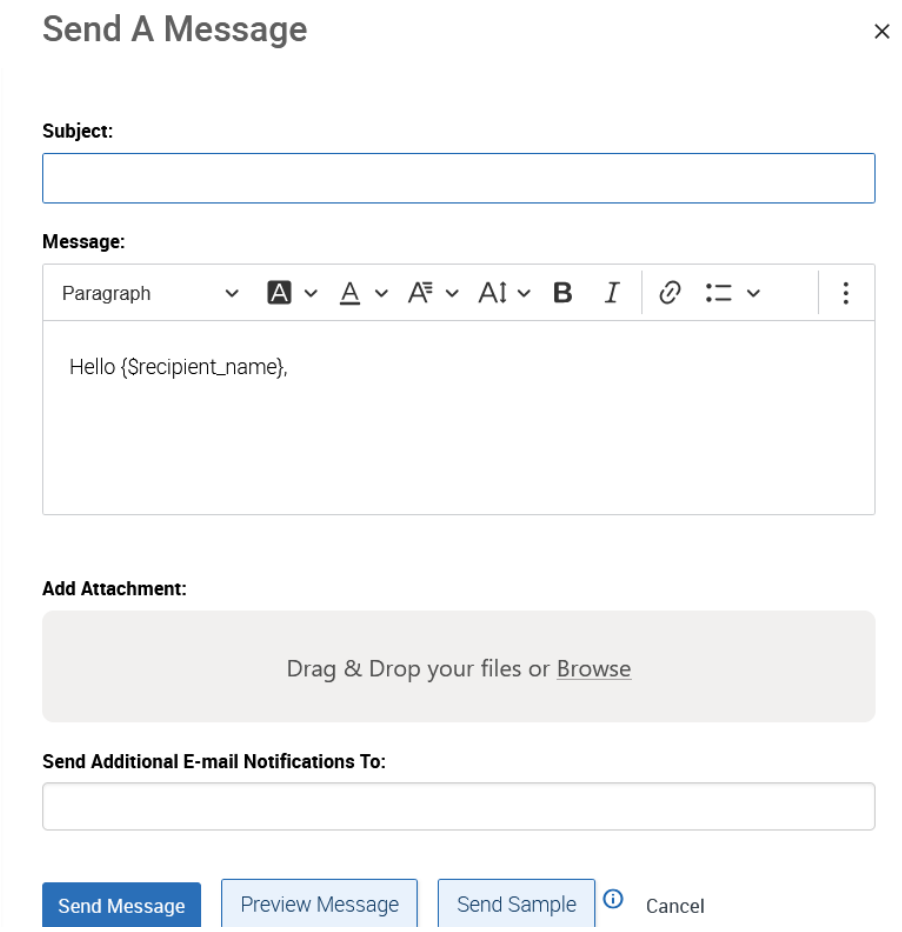
If you want to use a saved signature, configure it before drafting your message. Select your profile photo or initials, choose User Settings, and find Email Signature under Personal Settings. Enter your signature and save it. Insert the appropriate signature merge field in messages where needed.





7. Review and send

Enter a subject and compose your message. Add attachments if needed. You may enter an address in Send Additional E-mail Notifications To, preview the message, or send yourself a sample. Check recipients and content carefully before selecting Send Message.



Before you send

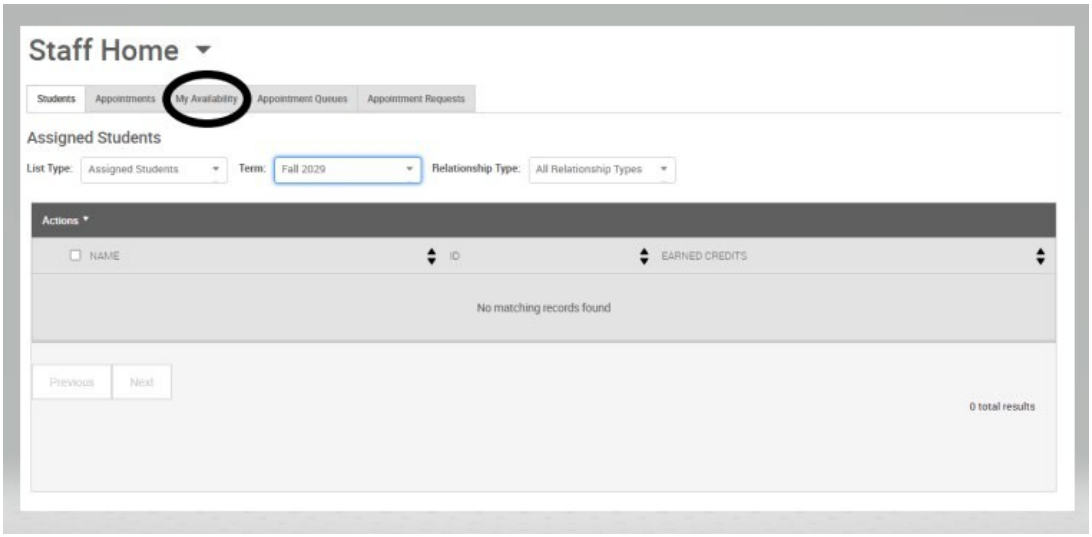
Confirm that the selected term and student group are correct, the full result set is selected if intended, and any personalized merge tags display as expected in a sample or preview.

Set Your Availability in Navigate360

A step-by-step guide to making appointment times available to students and sharing your scheduling link.

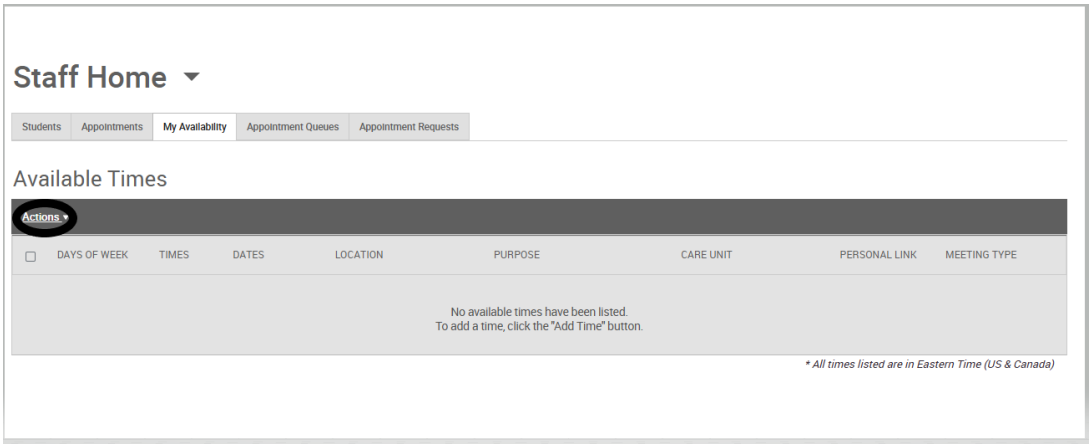
1. Open My Availability

From Staff Home, select the My Availability tab to view or manage your available times.



2. Open the Actions menu

On the My Availability tab, select Actions to begin adding availability.



3. Choose your days, times, and date range

Create one or more availability entries. You can offer broad blocks across multiple days or narrower windows, including 15-minute intervals. Select your days and times, then choose how long the availability should remain active. Setting availability for the current semester is recommended.

Select “Add this availability to your personal availability link” so students can use one link to schedule with you.

4. Set the availability type and meeting options

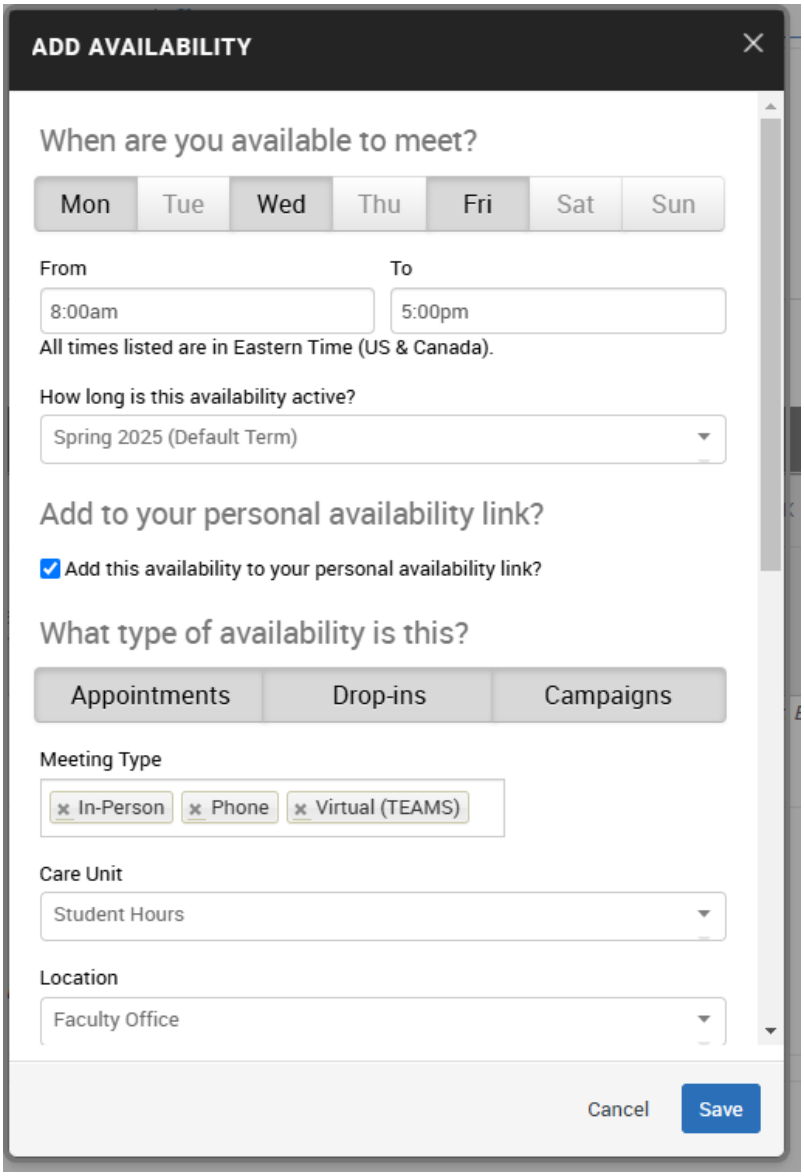
Choose the appropriate availability type: Appointments lets students book a time; Drop-ins indicates you are available without an appointment; and Campaigns allows organizers to include your availability in campaigns. Academic Coaches and Tutors should select Campaigns in addition to Appointments.

Select your meeting type. When you are working from your campus office, In-Person, Phone, and Virtual are all recommended options.

5. Select the Care Unit, location, and service

Choose the Care Unit that matches your role: Administrative Services (including Financial Aid, Bursar, and Registrar); Advising (professional advisors); Career Services; Student Hours (faculty office hours, including registration and advising); or Tutoring and Study Hall (tutors).

Next, select a location and the service you are offering. “Staff Office” or “Faculty Office” may also be used for virtual appointments. Enter a phone number and any helpful directions or special instructions, especially if your office is difficult to find or your location has temporarily changed.

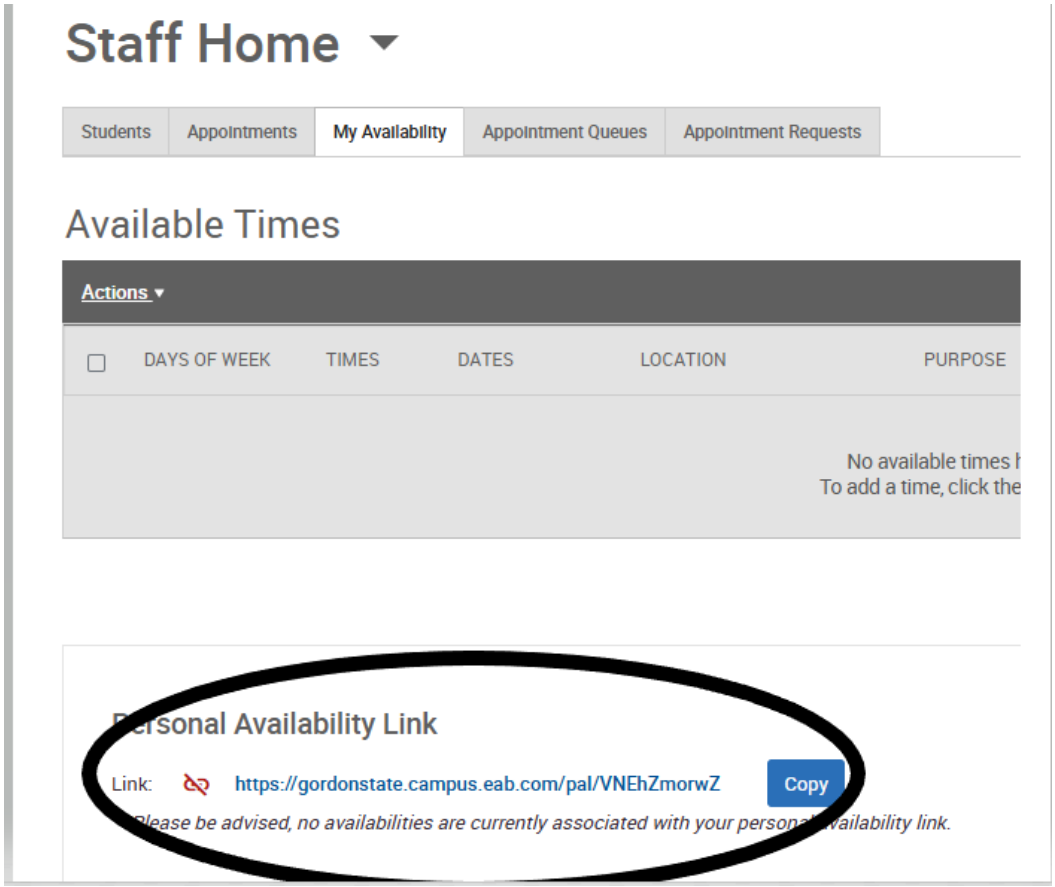


6. Save your availability

Select Save. Repeat the process to add more availability entries as needed.

7. Share your Personal Availability Link

On the My Availability page, find your Personal Availability Link and select Copy. Add the link to your email signature, syllabus, or a message to students so they can schedule an appointment.



Helpful tip: Confirm that the availability you want students to book is associated with your Personal Availability Link before sharing it.