

Creating Your Academic Plan in Navigate

Without Advisor Draft Plan

Intro: This workflow guide explains how you can create an Academic Plan to graduation using the Next Generation Academic Planner in Navigate even if your advisor has not sent you a plan to use as a guide.

Log in to Navigate

Go to <https://lakelandcollege.navigate.eab.com/> and log in to Navigate using your Laker Hub or Canvas credentials. Contact navigatehelp@lakelandcollege.edu if you have difficulty logging in to Navigate.

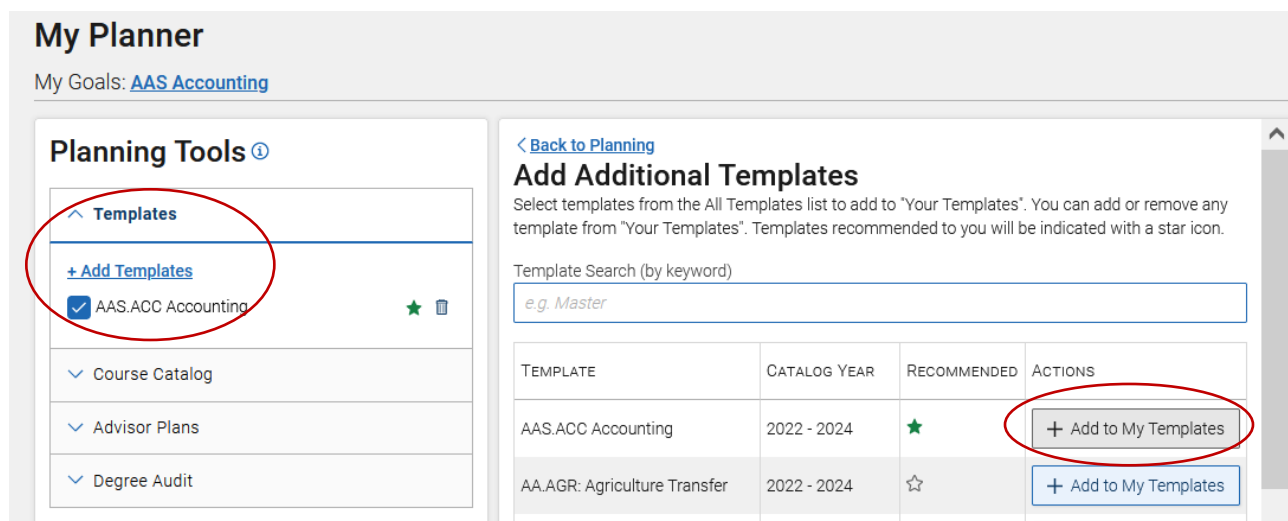
Start Creating an Academic Plan

To start creating your Academic Plan, select the **Planner** link from the menu at the top of your Navigate site.



Adding a Template

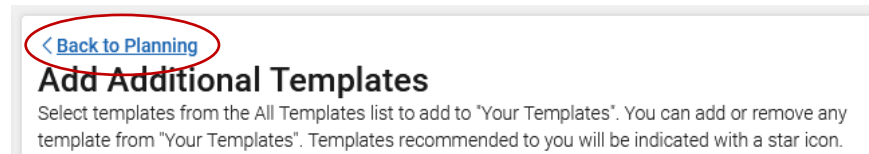
You are now in **My Planner**. The next step is to add a program template to your plan. In the **Planner Tools**, click on **Templates** and then on the **Add Templates** link. The center panel now displays the **Add Additional Templates** page. A list of templates is on this page. Choose the template for your program by selecting the **Add to My Templates** button for the template.



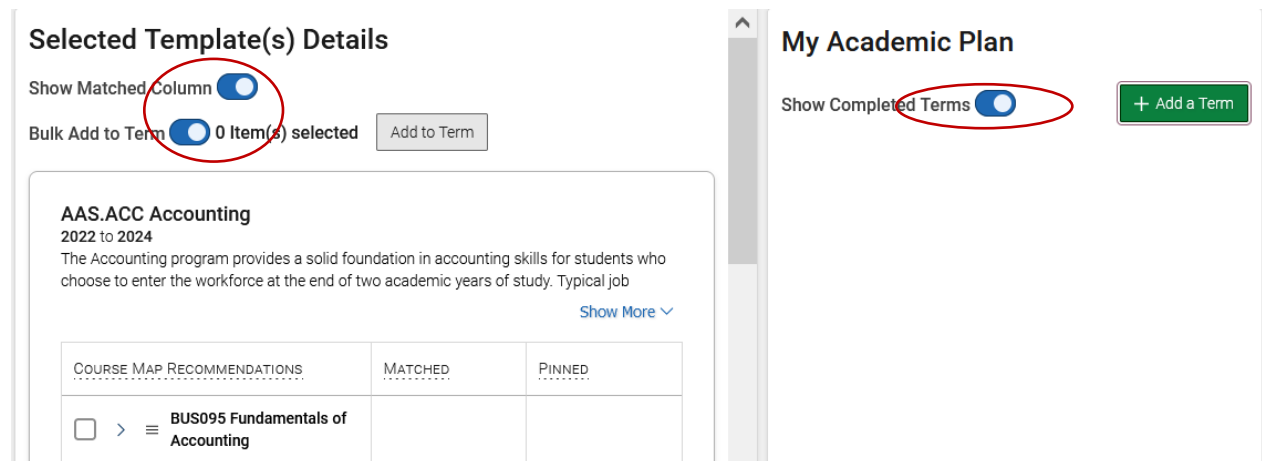
The image shows the 'My Planner' interface. The 'Planning Tools' sidebar is on the left, with the 'Templates' link circled in red. The main content area is titled 'Add Additional Templates' and contains a search bar and a table of templates. The 'Add to My Templates' button for the 'AAS.ACC Accounting' template is circled in red.

| TEMPLATE | CATALOG YEAR | RECOMMENDED | ACTIONS |
|------------------------------|--------------|-------------|-----------------------|
| AAS.ACC Accounting | 2022 - 2024 | ★ | + Add to My Templates |
| AA.AGR: Agriculture Transfer | 2022 - 2024 | ☆ | + Add to My Templates |

To view the selected template, click on **Back to Planning** at the top of the center panel.

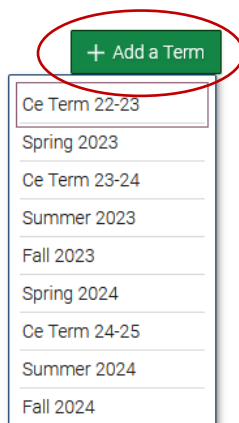


The program requirements will appear in the middle column. Here you can choose to show matched courses by toggling **Show Matched Column**. You can also choose to add multiple courses to a plan at once by toggling **Bulk Add to Term**.



Show and Add Terms

Next, begin to build your plan with terms in the right-hand column. To show terms that you have completed, select **Show Completed Terms** from the Draft Plans hamburger menu.



To add a new term, click the **Add a Term** button and choose a term from the dropdown.

You can then add more terms by repeating these actions. Once finished, you can add courses from the template or by using enhanced search.

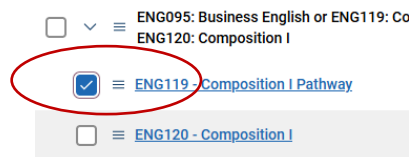
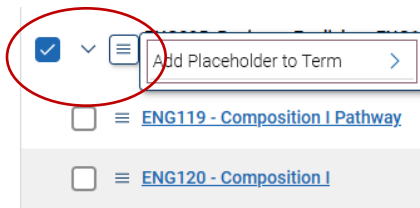
Adding Courses from Template

Once you've added all of your terms, you can use the program template to create an Academic Plan. The Matched columns indicates courses that are already on a student's plan because they have either planned, registered for, or completed the course.

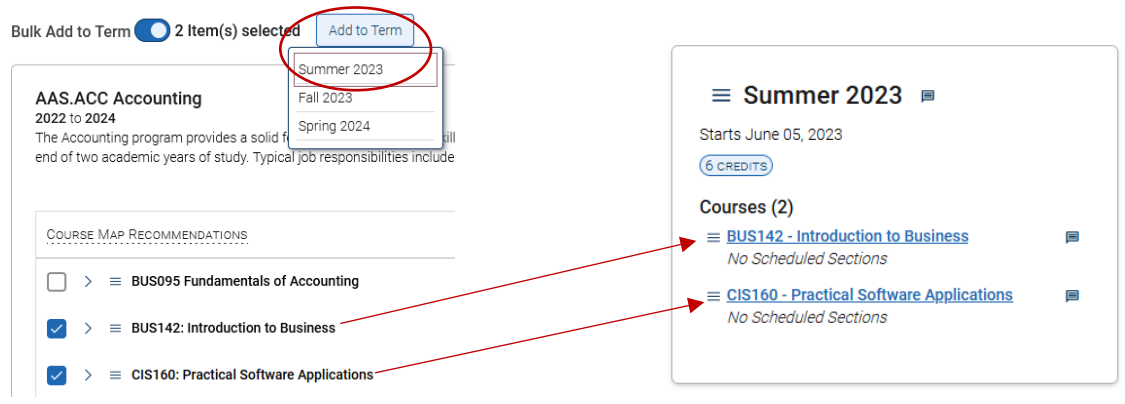
Bulk Add to Template

To assign multiple courses to an Academic Plan at once, turn on the **Bulk Add to Term** toggle.

Click on the arrow in front of the name of the course(s) requirement – also called a placeholder – to expand the placeholder to view the course(s) that meet each program requirement. Select the box in front of the placeholder or the specific courses you want to add to a term.

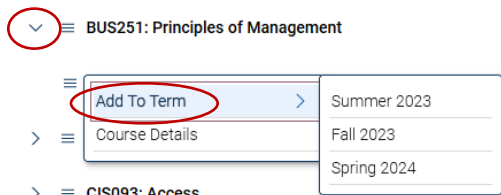


After selecting the courses and placeholders to add to the term, click the **Add to Term** button and select the term you want to assign them to. If you select a placeholder, you must later select the actual course section to schedule and register for. This reminder appears in the Academic Plan.



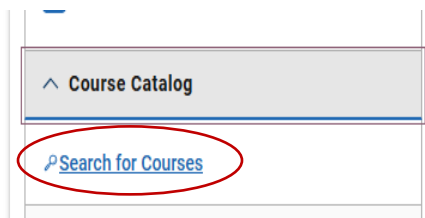
You can also add courses to the Academic Plan from the template individually when **Bulk Add to Term** is toggled off.

Add an actual course by expanding a recommendation using the button and then clicking the menu and select *Add to Term* from the dropdown, followed by selecting the term.



Search For and Add Courses

You can also search for and add courses not included in the template to the Academic Plan. The link is located in the Planning Tools menu under the **Course Catalog** tab in the left column.



The **Search Courses** page opens in the center panel.

Use the filters to find courses and then click **Search**. Results will then show.

To add a course to the plan, select the checkbox in front of the course and choose a term from the dropdown at the top of the results. Then select **Add to Term**.

Search Courses

Search by Keyword [?](#)
Enter a keyword or phrase

Course Code [?](#)
MAT125

Subject [?](#)
Choose subject(s)

Department [?](#)
Choose department(s)

Credits [?](#)
from to

Course Level [?](#)
Choose course level

[Search](#) [Clear](#)

1 results found
None selected

| <input type="checkbox"/> | CODE ? | Statistics | 3 |
|-------------------------------------|------------------------|------------|---|
| <input checked="" type="checkbox"/> | MAT125 | Statistics | 3 |

Choose a t... [Add to Term](#)

- Summer 2023
- Fall 2023
- Spring 2024

K < 1 > >|

Courses then appear in the **My Academic Plan** panel. Repeat these actions to add more courses to the Academic Plan.

Continue adding courses to your plan from the template or from the course schedule until you have created an academic plan that includes all requirements of the degree.

Degree Audit

You can access your degree audit from the Degree Audit tab at the bottom of the left-side panel. Click on **Open My Degree Audit** to be directed to Self-Service where you will be able to view your Progress (Degree Audit) report.

