

Using Your Advisor's Draft Plan to Create an Academic Plan in Navigate

Intro: This workflow guide explains how you can create an Academic Plan to graduation using the Next Generation Academic Planner in Navigate using a draft plan sent by your advisor.

Log in to Navigate

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

Start Creating an Academic Plan

To access your advisor's plan from your Navigate Site, click on the **Notifications** option on the left side menu; then click on **Your advisor sent you a new plan** and then on **Review Plan**. You can also go directly to your Planner by selecting the **Planner** link from the menu at the top of your Navigate site.

The screenshot shows the Navigate website interface. At the top, there is a navigation bar with the 'NAVIGATE' logo and three links: 'Explore', 'Planner', and 'Schedule Courses'. The 'Planner' link is circled in red. Below the navigation bar is a left-hand menu with several options: Home, To-Dos and Events (1), Appointments, Study Buddies, Resources, Surveys, Notifications (2), and Holds. The 'Notifications' option is circled in red. To the right of the menu is a large image of two students sitting at a desk with a laptop, with the text 'Hey Laker' overlaid. Below the menu and image is a 'Notification Details' section. On the left, under 'All Notifications', there is a notification from Emily Hartke dated Feb 10 with the text 'Your advisor sent you a new plan: Awesome Plan' and 'Have a great semester!'. This notification is circled in red. On the right, under 'Notification Details', there is a summary of the notification: 'Your advisor sent you a new plan: Awesome Plan' by Emily Hartke on Feb 10, 2023. Below this is a 'Review Awesome Plan' link, which is also circled in red.

Accepting the Advisor's Plan

You are now in **My Planner**. You will see your advisor's plan recommendations in the middle column.

Summer 2023	
COURSES AND PLACEHOLDERS	TEMPLATE
≡ CIS160 - Practical Software Applications	AAS.ACC ACCOUNTING
≡ BUS142 - Introduction to Business	AAS.ACC ACCOUNTING

Fall 2023	
COURSES AND PLACEHOLDERS	TEMPLATE
≡ BUS251 - Principles of Management	AAS.ACC ACCOUNTING
≡ BUS151 - Financial Accounting	AAS.ACC ACCOUNTING
≡ BUS094 - Business Math	AAS.ACC ACCOUNTING
≡ ECO231 - Principles of Economics I (Macro)	AAS.ACC ACCOUNTING
≡ ENG120 - Composition I	AAS.ACC ACCOUNTING

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.

My Academic Plan

Show Completed Terms



+ Add a Term

+ Add a Term

- Ce Term 22-23
- Spring 2023
- Ce Term 23-24
- Summer 2023
- Fall 2023
- Spring 2024
- Ce Term 24-25
- Summer 2024
- Fall 2024

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 advisor plan or by using enhanced search.

You'll see your advisor's recommendations in the middle column and your terms in the right column.

Summer 2023

COURSES AND PLACEHOLDERS	TEMPLATE
≡ CIS160 - Practical Software Applications	AAS.ACC ACCOUNTING
≡ BUS142 - Introduction to Business	AAS.ACC ACCOUNTING

Starts June 05, 2023
0 CREDITS
[View / Edit Schedule](#) [Remove Term](#)

Fall 2023

COURSES AND PLACEHOLDERS	TEMPLATE
≡ BUS251 - Principles of Management	AAS.ACC ACCOUNTING
≡ BUS151 - Financial Accounting	AAS.ACC ACCOUNTING
≡ BUS094 - Business Math	AAS.ACC ACCOUNTING
≡ ECO231 - Principles of Economics I (Macro)	AAS.ACC ACCOUNTING
≡ ENG120 - Composition I	AAS.ACC ACCOUNTING

Starts August 21, 2023
0 CREDITS
[View / Edit Schedule](#) [Remove Term](#)

Spring 2024

Starts January 08, 2024
0 CREDITS
[Remove Term](#)

Adding Courses to Your Plan

You are now ready to add courses to your plan. Click on the hamburger menu next to the first course in your advisor's plan and select Add to Term and then the term in which your advisor has suggested the course. Your courses will populate in the appropriate term in the right column. Continue adding classes in the suggested terms until all courses are planned.

Summer 2023

COURSES AND PLACEHOLDERS	TEMPLATE
≡ Add to Term >	Spring 2023
≡ Course Details	Summer 2023
≡	Fall 2023
	Spring 2024

Fall 2023

Summer 2023

COURSES AND PLACEHOLDERS	TEMPLATE
≡ CIS160 - Practical Software Applications	AAS.ACC ACCOUNTING
≡ BUS142 - Introduction to Business	AAS.ACC ACCOUNTING

Starts June 05, 2023
6 CREDITS

Courses (2)

- ≡ [BUS142 - Introduction to Business](#)
No Scheduled Sections
- ≡ [CIS160 - Practical Software Applications](#)
No Scheduled Sections

Adding a Template

Once you've added all of your courses, add a template to make sure that all recommended courses are matching in My Planner.

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.

My Planner

My Goals: [AAS Accounting](#)

Planning Tools

- Templates**
 - [+ Add Templates](#)
 - AAS.ACC Accounting
- Course Catalog
- Advisor Plans
- Degree Audit

[Back to Planning](#)

Add Additional Templates

Select templates from the All Templates list to add to "Your Templates". You can add or remove any template from "Your Templates". Templates recommended to you will be indicated with a star icon.

Template Search (by keyword)

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.

[Back to Planning](#)

Add Additional Templates

Select templates from the All Templates list to add to "Your Templates". You can add or remove any template from "Your Templates". Templates recommended to you will be indicated with a star icon.

The program requirements will appear in the middle column. Here you can choose to show matched courses by toggling **Show Matched Column**.

Selected Template(s) Details

Show Matched Column

Bulk Add to Term 0 Item(s) selected [Add to Term](#)

My Academic Plan

Show Completed Terms [+ Add a Term](#)

Now the middle column shows an academic plan template that indicates "matched" courses from your plan in the right-hand column.

COURSE MAP RECOMMENDATIONS	MATCHED	PINNED
<input type="checkbox"/> > ≡ BUS095 Fundamentals of Accounting	1 COURSE(S) MA...	
<input type="checkbox"/> > ≡ BUS142: Introduction to Business	1 COURSE(S) MA...	
<input type="checkbox"/> > ≡ CIS160: Practical Software Applications	1 COURSE(S) MA...	
<input type="checkbox"/> > ≡ BUS094: Business Math or MAT Elective	1 COURSE(S) MA...	
<input type="checkbox"/> > ≡ ENG095: Business English or ENG119: Composition I Pathway or ENG120: Composition I	1 COURSE(S) MA...	

Summer 2023

Starts June 05, 2023

[6 CREDITS](#)

Courses (2)

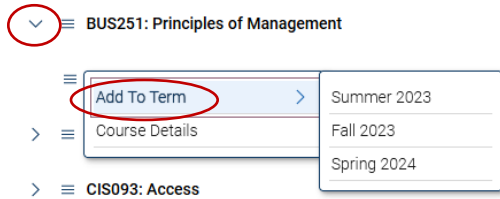
- [BUS142 - Introduction to Business](#)
No Scheduled Sections
- [CIS160 - Practical Software Applications](#)
No Scheduled Sections

[View / Edit Schedule](#) [Remove Term](#)

Adding Courses from Template

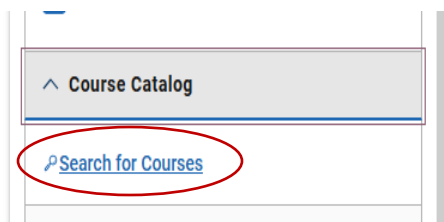
If any courses in the template are not showing as matched, you can add them to your plan. If your advisor did not include the course in your plan, consult them before adding the course to your plan.

To add courses to a term from the template, select the checkbox in front of the courses and/or placeholders that should be added to the term. Expand the recommendation using the button, and then click 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

Course Code

Subject

Department

Credits to

Course Level

1 results found

MAT125 Statistics

Choose a t...

Summer 2023

Fall 2023

Spring 2024

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.

