



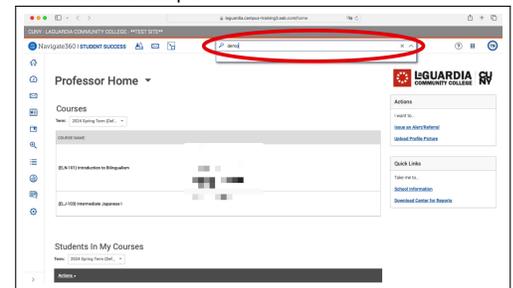
## Using Notes in EAB Navigate

EAB Navigate is a powerful platform designed to assist faculty at LaGuardia Community College in tracking and improving student success. The Notes function is an essential feature of EAB Navigate, which allows faculty and staff to quickly document a student interaction or provide important information not tied to a student meeting.

### Step 1: Start a Note

- Use the search bar on your Staff or Professor homepage to find the student whose record you need to access.
- Click on the student's name to open their profile.
- Once in the student's profile, look for the "Options - I want to..." menu on the right-hand side of the screen and select "Add a Note" from the menu.
- Alternatively, you can start a Note through your Staff or Professor home by viewing your assigned students and utilizing the Action menu.

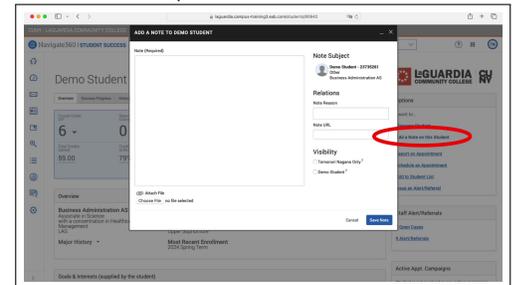
Screenshot of Step 1



### Step 2: Writing your Note

- Enter the relevant details of your interaction, including key information discussed, advice given, and agreed-upon follow-up actions. Make sure to be objective and clear in your descriptions.
- Select a Note Reason that best captures the conversation; you can select more than one Reason.
- MODE indicates how the interaction took place - email, in-person, virtual, phone or texting. Select a mode if applicable.
- The Note URL box is for you to paste a link you want a student to view.

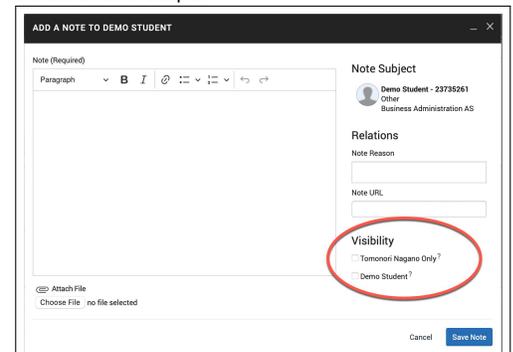
Screenshot of Step 2



### Step 3: Visibility

- By default, Notes are viewable by all faculty and staff in Student History, and NOT viewable by students.
- If you would like the student to see the note in their Navigate portal, select the student's name under the Visibility section.
- If you do not want other staff and faculty to view the note, select your name under the Visibility section.

Screenshot of Step 3





#### Step 4: Reviewing and Sharing Advising Notes

- You can view all notes from the student's profile under the "History" tab.
- Ensure that notes are shared appropriately with other faculty or advising staff to provide a coordinated effort in supporting the student.
- Use the private note ("YOURNAME only" in Visibility) feature if you need to add information that is not visible to the student but is critical for internal advising purposes.

By following these steps, faculty can effectively utilize the Notes feature in EAB Navigate to enhance their advising practices and support student success. Consistent and clear documentation helps create a reliable record that benefits both advisors and students over time.

#### LaGuardia Navigate Resources

- Link to LaGuardia Navigate (Faculty/Staff): <https://laguardia-cuny.campus.eab.com> 
- Link to LaGuardia Navigate (Students): <https://laguardia-cuny.navigate.eab.com> 
- LaGuardia Navigate Apps
  - Apple App Store: <https://apps.apple.com/us/app/navigate-student/id950433229> 
  - Google Play: <https://play.google.com/store/apps/details?id=com.eab.se> 
- LaGuardia Navigate webpage: <https://laguardia.edu/navigate> 
- Email support for LaGuardia Navigate: [navigate@lagcc.cuny.edu](mailto:navigate@lagcc.cuny.edu) 
- IT Help Desk ([ITHelp@lagcc.cuny.edu](mailto:ITHelp@lagcc.cuny.edu)  / <https://it.laguardia.edu> 