



**BALL STATE
UNIVERSITY**

Information Technology

Using Navigate Student

AN INTRODUCTION TO USING NAVIGATE AT BALL STATE

What is Navigate?

Navigate is the official Ball State University tool to help students with their academic needs. You can use Navigate to find information about scheduling appointments, viewing your schedule, and finding study buddies for your classes.

How to Log in to Navigate

Log in to your MyBallState account and click the “Navigate–Students” button. This will take you to Navigate.

Click “Login with your school account.”

To download the Navigate app, visit bsu.edu/apps and select the corresponding download button for your device.



Home

On the Navigate homepage, you will see your name, today's date, and any to-dos for the day.

To Do and Events

On the To-Dos and Events page, you will see upcoming appointments and can add personal to-dos such as homework.

To do this, click the “Add Personal To-Do” button. Next, add the title of your to-do and mark it as all-day or assign a due date. You may also add any additional information about your to-do.

If a staff member (for example, your advisor) assigns a To Do for you, they will also appear here.



Appointments

To schedule an appointment with your academic advisor or a tutor, use the “Appointments” page. You will see upcoming appointments and any appointment requests you may have. The “My Team” page will have information on your academic success team. This team will help you discuss things like your major, course plan, or other academic help.

If you want to schedule an appointment regarding your academics, you can do so by following the next few steps.

- Click the “Schedule an appointment” button. Click on the drop-down menu and choose between several support services.
- After choosing the type of appointment, choose the specific service you need.
- Next, choose a date and time for your appointment. Click “Find available time” and use the drop-down menus to refine your appointment options and select the time that works best.
- On the review page, you will see the details for the appointment, and you can add questions or additional information. You may also choose if you would like to receive email or text updates for your appointment.
- Finally, review your selections and click the “Schedule” button to set your appointment.

To see your past appointments, go to the “History” tab. Here, you can keep track of the meetings with your team.



Reports

To see summaries of your past appointments, click “Reports” section. Click on the “Appointment summaries” folder to view the reports.

Study Buddies

You can use the “Study Buddies” tool to connect with your peers from class and organize study sessions. In this section, you can view the available buddy groups for your current courses. Here you will see how many study buddies are in each group. To join the group, click the “Join” button. Select your specific course to find study buddies in your class. Click the name of someone you are interested in studying with and connect with them through Navigate. Once you join a group, you will get email notifications when new people join the study buddies’ group. To opt out, you can change your notification settings in “Account.”



Resources

You can use Navigate's "Resources" section to find additional academic support and campus tools. For specific topic information, click the "Places" tab. Select a topic you would like to learn more about, then choose the office or organization you would like to contact.

The "People" tab will show your academic advisor and current professors. Click on their names for their contact information.

Surveys

You will get a Navigate notification when you need to complete a survey from Ball State. To fill out surveys, go to the "Surveys" page and select the form you want to fill out.



Class Schedule

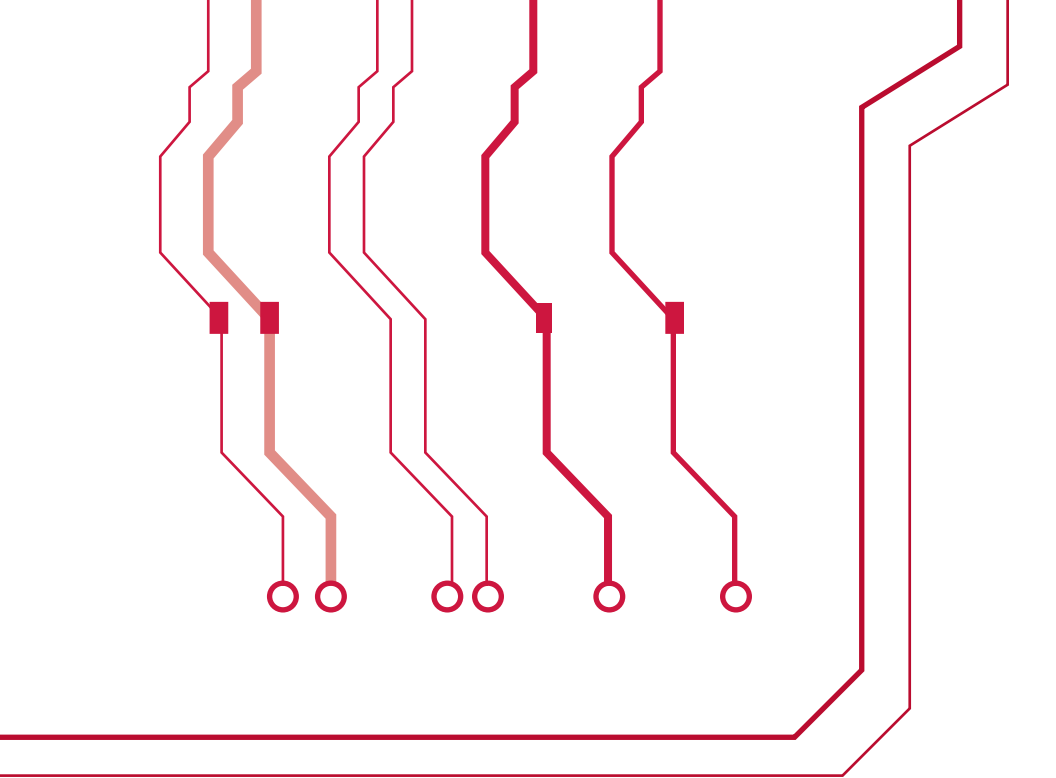
Navigate gives you quick access to your current class schedule in the “Class Schedule” section. In “Class Schedule,” you can see your current classes in a list or schedule view. In list view, you will see information on each course including the section, location, time, and class format. In the schedule view, you will see a timetable chart with all your current courses.

Account

To manage notifications or view your student information, check out the “Account” section in the sidebar. Your name, student ID, and email will be at the top of the screen.

To change notification settings, click “Notification Settings.” You can update your contact information at the top of the screen. You will also see a list of notification options where you can opt-in or out using the on and off buttons.





Need More Help?

Ball State Technology HelpDesk

bsu.edu/helpdesk

(765)-285-1517

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