



T-Claw Navigate Workshops & Training

Virtual Office Hours sessions are offered throughout the year to help faculty and staff engage the T-Claw Navigate Student Success Platform more effectively. We have workshops scheduled at the beginning of the semester, as well as group sessions or individual consultations for Deans that can be customized to meet your Department needs. We have “**Train the Trainer**” approach, where department trainers introduce the platform to their colleagues through existing orientation and training programs on campus supported with our customizable learning materials.

Use the guide to select the right training session(s) and choose both date and time below:

- **Basic Training:** New Users will cover the following features in Navigate the Home page, Help Center and Setting up Availability. Full-time and part-time Faculty (adjunct instructors), Academic Advisors, and staff who provide direct services to students on a regular basis.

- **Intermediate Training:** Users search for students with watch list, communicate with students and record interactions and follow ups by adding Advising Summary Report. Full-time Faculty, Academic Advisors, and staff who provide direct services to students on a regular basis. *Participants must have completed Basic Training before scheduling Intermediate Training.*

- **Advanced Training:** Utilize dashboards to identify impacts, campaigns, and other intervention effectiveness. Academic Advisors, Administrators, and Department Chairs who provide direct services to students on a regular basis. *Participants complete Basic and Intermediate Training before scheduling Advanced Training.*

Training Sessions: College of Education- Room 325 Computer Lab

Virtual Training Sessions are also available for customized training workshops for Schools or Colleges. Please request customized T-Claw Navigate training by sending an email request to tclaw@tsu.edu.

Register online for a training session by [clicking here](#).



DATE	TIME	TYPE	TOPICS	INTENDED AUDIENCE	SEATS
Monday (every) August 16 August 23 August 30 September 13 September 20 September 27 October 4 October 11 October 18 October 25 November 1 November 8 November 15 November 22 November 29 Wednesday (every) August 18 August 25 September 1 September 8 September 15 September 22 September 29 October 6 October 13 October 20 October 27 November 3 November 10 November 17 November 24	1:00pm-1:30pm 30 Minute Session	Quick Start	Introduction to T-Claw Navigate and Progress Reports <ul style="list-style-type: none"> Your Professor Home Page Student Information Page Progress Report Issue an Alert 	Faculty/Adjunct Faculty	15



DATE	TIME	TYPE	TOPICS	INTENDED AUDIENCE	SEATS
Monday(1st and 4th) August 23* September 27 October 4 October 25 November 1 November 22 Wednesday(3rd and 4th) August 18 August 25 September 15 September 22 October 20 October 27 November 17 November 24	2:00-3:00pm 1 Hour Session	Basic	Setting Office Hours and Scheduling Appointments with Students <ul style="list-style-type: none"> • Setting your Availability • Scheduling Appointments with Students 	Faculty/Adjunct Faculty	15
Monday (2nd and 3rd) August 16 September 13 September 20 October 11 October 18 November 8 November 15 Wednesday (2nd and 4th) August 25 September 8 September 22 October 13 October 27 November 10 November 24	2:00-3:00pm 1 Hour Session	Intermediate	Communicating and Meeting with Students <ul style="list-style-type: none"> • Search for Students <ul style="list-style-type: none"> ○ Watch List ○ Saved Searches • Communicate with Students • Synching your Calendar with T-Claw Navigate • Document a Student Interaction 	Faculty/Adjunct Faculty	15



DATE	TIME	TYPE	TOPICS	INTENDED AUDIENCE	SEATS
1st and 4th Tuesday, August 24 September 7 September 28 October 5 October 26 November 2 November 23	10:00am-11:00am 2:30-3:30pm 1 Hour Session	Basic	30-Second Check-Up Student Profile <ul style="list-style-type: none"> • Move around their home screen and tabs • Academic Planning • Find, create new, and edit their Availability • Sync O365 calendars with T-Claw Navigate calendar • Identify specific student populations utilizing the Advanced Search • Save relevant Watch Lists or Saved Searches, and understand the difference between the two • Find student information 30 Second Gut check in the Student Profile • Find the Conversations page and understand what communications are captured there 	Academic Advisors	25
1st and 4th Thursday, August 26 September 2 September 23 October 7 October 28 November 4	10:00am-11:00am 2:30pm-3:30pm 1 Hour Session	Intermediate	Academic Planner and Course Selection <ul style="list-style-type: none"> • Staff-Academic Plan Shared Workspace • Staff Plan Comparison • Staff Flag on Students Academic Plan • Staff Lock Courses • Student Notified of Changes • Academic Planning for Students • Course Scheduling for Students • Communication Hub 	Academic Advisors, Administrators	25
2nd and 3rd Tuesday, August 17 September 7 September 14 October 12 October 19 November 9 November 16	10:00am-11:00am 2:30pm-3:30pm 1 Hour Session	Intermediate	Launch and Manage a Campaign <ul style="list-style-type: none"> • Launch, track and manage different types Campaigns • User will understand how to respond to campaigns sent to them. Understand how faculty and students respond to campaigns 	Advising Leads, Tutor Administrator, Dept. Chairs, Administrators	25



DATE	TIME	TYPE	TOPICS	INTENDED AUDIENCE	SEATS
1st and 4th Tuesdays August 24 September 7 September 28 October 5 October 26 November 2 November 23	1:30pm-2:00pm 30-minute Session	Advanced	Coordinating End to End Early Alerts Prerequisite Trainings: Basic and Intermediate <ul style="list-style-type: none"> Alerts Cases 	Advising Leads, Tutor Administrator, Dept. Chairs, Administrators	25
2nd and 3rd Thursdays August 19 September 9 September 16 October 14 October 21 November 11 November 18	10:00am-11:00am 2:30pm-3:30pm 1 Hour Session	Advanced	Tracking Intervention Impact Prerequisite Trainings: Basic and Intermediate <ul style="list-style-type: none"> Campaigns Intervention Effectiveness Dashboard Population Health Dashboard 	Advising Leads, Tutor Administrator, Dept. Chairs, Administrators	25
1st and 4th Thursdays August 26 September 2 September 23 October 7 October 28 November 4	1:30pm-2:00pm 30-minute Session	Advanced	Identifying and Flagging At-Risk Students Prerequisite Trainings: Basic and Intermediate <ul style="list-style-type: none"> Identify the signs within T-Claw Navigate that a student is potentially at-risk or not graduating/persisting Issue alerts on a student's profile Open and Manage cases Explain the connection between alerts and cases 	Advising Leads, Tutor Administrator, Dept. Chairs, Administrators	25



DATE	TIME	TYPE	TOPICS	INTENDED AUDIENCE	SEATS
Monday August 23 August 30 September 13 September 20 September 27 October 4 October 11 October 18 October 25 November 1 November 8 November 15 November 22 November 29	9:00-10:00am 3:30-4:30pm 1 Hour Session	Quick Start	How to Produce T-CLAW Navigate Reports	Advising Leads, Tutor Administrator, Dept. Chairs, Administrators	15
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