March 2026

AI Staff Assistant: Prompt Library

Getting the Most out of your Navigate360 Staff Assistant

Overall Daily Workflow

- Start each day with: What should I prioritize today?
- Before appointments: Catch me up on this student.
- Let it draft first: Draft an encouraging outreach message.
- Ask for recommendations: What proactive intervention should I consider?
- Refine responses: Make it shorter. Make it more direct. Add next steps.

Power Prompts

- Identify students showing early risk signals.
- Summarize trends across my entire caseload.
- Recommend a targeted campaign based on engagement gaps.
- Who should I reach out to before registration closes?
- What proactive steps can I take this week to improve persistence?

Starting your Day

- What should I focus on today?
- Catch me up on my priority students.
- What requires my attention right now?
- Who hasn't engaged with me this term?
- Summarize activity for my assigned students.

My Profile & Work

- What does my schedule look like today?
- Show me my appointments this week.
- Help me prepare for my appointment with (student name) this afternoon.

Identify Students & Take Action

- How many students have a GPA below 2.5?
- Show me students who haven't scheduled an appointment this term.
- Who has missed two or more appointments?
- Which first-year students haven't registered yet?
- Create a list called Registration Risk.
- Add these students to an Enrollment Campaign.

Student Insights & Summaries

- What can you tell me about this student?
- Summarize engagement trends for my assigned students.
- Highlight risk indicators for this student.
- What patterns should I be aware of?
- Recommend next steps for this student.

Important Note

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AI Staff Assistant: Prompt Library, Continued

Appointment Management

- What's happening tomorrow?
- Show me my appointments between Monday and Friday.
- Who is meeting with me this afternoon?
- Help me prepare for my 2pm appointment.
- What should I discuss with this student?
- Summarize this student's academic trends before our meeting.

Notes, To-Do's & Alerts

- Add a note to this student about our meeting.
- Create a note for these students about orientation.
- Set a reminder to follow up next week.
- Create a to-do to review this student's academic plan.
- Submit an early alert for this student.
- Flag this student for attendance concerns.

Smart Student Outreach

- Send an email to this student about registration.
- Text these students a reminder about tomorrow's event.
- Draft a personalized follow-up message.
- Rewrite this message to sound encouraging.
- Make this message shorter and more action-oriented.

Journeys & Coordinated Support

- Add this student to the onboarding journey.
- Enroll this student in the academic recovery journey.
- What journey would you recommend for this student?

Campaigns & Strategic Outreach

- Let's create a campaign.
- Create an appointment campaign.
- Create a messaging campaign for students with a tutoring alert.
- Create an enrollment campaign for Spring term.
- Create a survey campaign.
- Create an event for our transfer workshop.
- Suggest nudges for this campaign.
- How can I improve response rates?

Reports & Data Insights

- What's the best report for appointments in the last 30 days?
- Which report contains current LMS grades?
- Find me students in the college of business who can receive text messages.
- Find me junior or senior students who have not met with the career center.

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