

Navigate360 – Student Application

Using A Template

Introduction to Using a Template:

Overview:

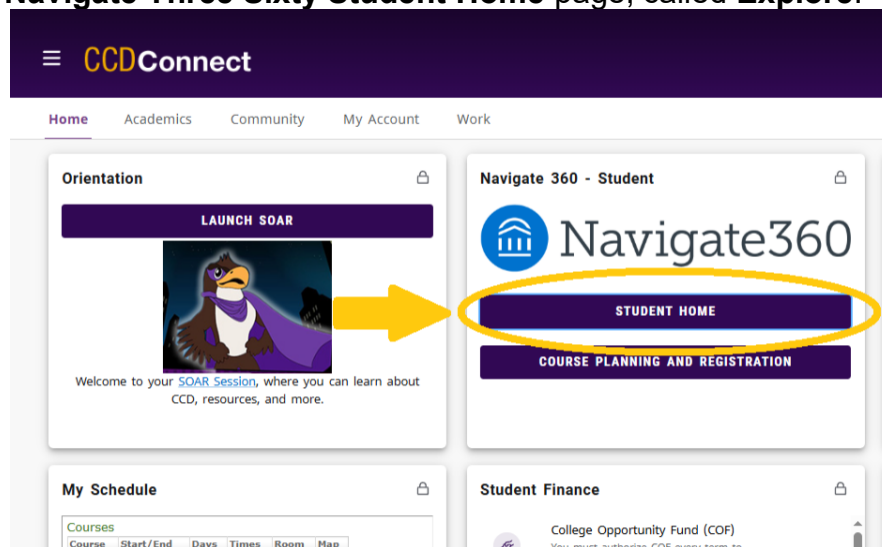
The Template feature allows students to use pre-built academic plans based on their degree or certificate program. Using a template is a great way to plan out your courses by term and ensure you are following the correct path toward graduation. Follow the steps below to add and manage templates in Navigate360.

Getting Started with Using a Template:

1. Accessing the Templates on Desktop

1.1. Access Navigate Three Sixty

On the **C-C-D Connect dashboard**, click **Navigate Three Sixty - Student Home**. This will take you to the **Navigate Three Sixty Student Home** page, called **Explore**.



1.2. Access the Planner Section

On the left-hand side top of the explore page, select the 'Planner' tab to open the **Planner** section. The planner consists of three columns:

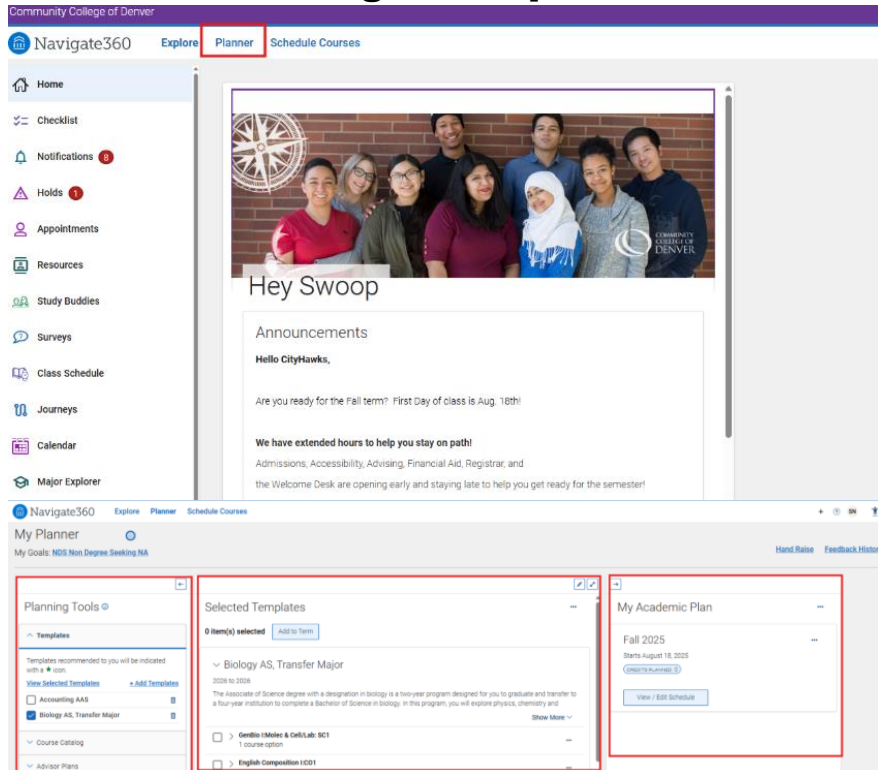
Left: Planning Tools

Middle: Course Planning Playground

Right: My Academic Plan

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1.3. Select a Template

In the Planning Tools section on the left, click 'Add Template'. You can then browse or use the search bar to find a relevant template. Click the + (plus) button next to the template you want to add.

Tip: Templates marked with a **green star** in the "Recommended" column align with your academic goals and catalog year. Make sure you've selected the **correct catalog year** for your program.

1.4. View and Manage Templates

Click the 'View Selected Templates' option to see any templates you have added. From here, you can deselect or remove templates if needed.

1.5. Add Courses to Terms

Check the boxes next to the courses you want to add. Click 'Add to Term', then choose the appropriate academic term. Alternatively, use the dropdown to add the entire template or select specific portions. Once added, the selected courses will appear in the **"My Academic Plan"** pane on the right.

Note: Duplicate courses will not be added. If duplicated are attempted, a red pop-up will appear.

2. Accessing Templates on Mobile

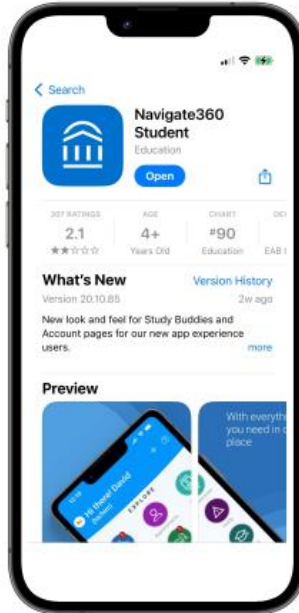
2.1. Access Navigate Thirty Sixty Mobile Application

Download our mobile app from the app store.

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Once downloaded, select the application from your mobile device.



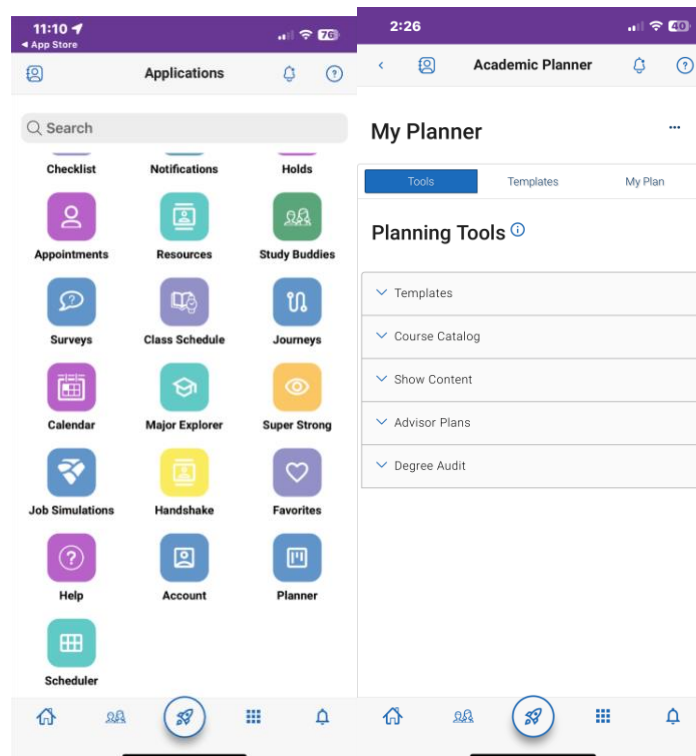
2.2. Access the Planner Section

Select the Planner icon to open the Planner section. The planner consists of three columns:

Left: Planning Tools

Middle: Course Planning Playground

Right: My Academic Plan



2.3. Select a Template

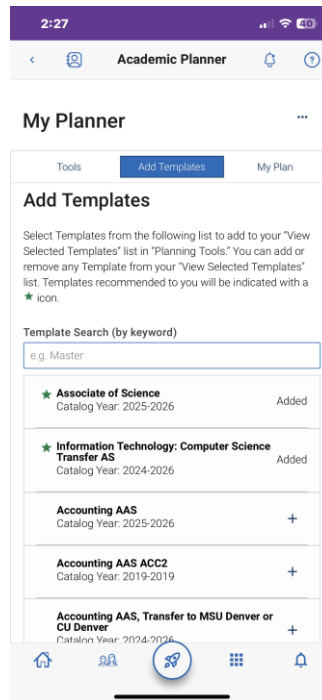
Revised: 08/06/2025

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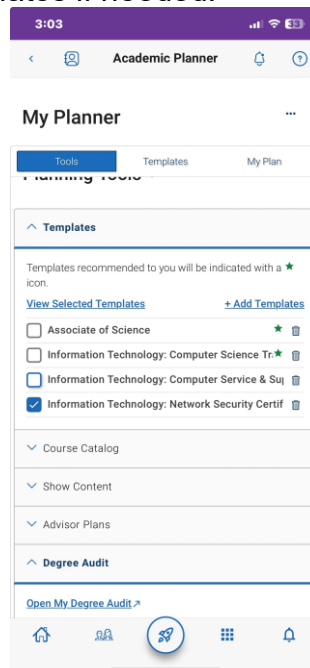
In the Planning Tools section on the left, click 'Add Template'. You can then browse or use the search bar to find a relevant template. Click the + (plus) button next to the template you want to add.

Tip: Templates marked with a **green star** in the "Recommended" column align with your academic goals and catalog year. Make sure you've selected the **correct catalog year** for your program.



2.4. View and Manage Templates

Click the 'View Selected Templates' option to see any templates you have added. From here, you can deselect or remove templates if needed.



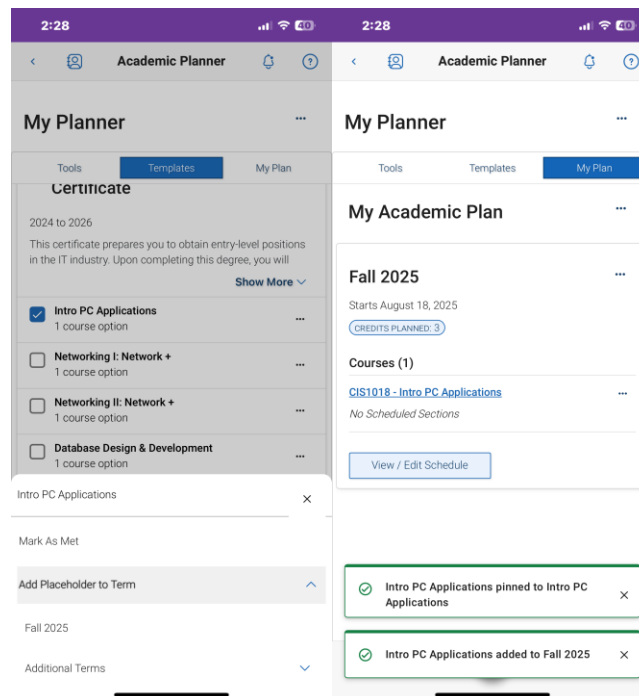
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Additional Resources:

Provide links to additional resources, such as YouTube videos and email to contact for further help.

- Tutorial Video: [CCD – Navigate360 - Using A Template](#)