

# Navigate360: Journey Creation Form Submission Example

A visual aid for academic advisors and campus partners who submit a Journey creation form. There are two main sections to creating a Journey, outlined below. These sections are structured accordingly in the submission form.

## 1. Create a New Journey

- The first section of the submission form is defining the parameters for *Create a New Journey*
- On the submission form, users will need to define:
  - *Journey Title* – What is the overarching *Title* of the Journey
  - *Journey Topic* – *Academic Success, Campus Living, Career Planning, Getting Involved, New Student, Paying for College, or All Events*. If user is unsure of which *Topic* to select, Navigate360 Administrator will choose accordingly.
  - *Journey Description* – This description is visible to students. Here users should submit the purpose of this Journey, what will the student learn or gain by participating in this Journey?
  - *Journey Visibility* – Should this Journey be available to all students or *Staff Only*? *Staff Only* Journeys will not appear publicly in the mobile app and can be only assigned to students by a staff member.

The screenshot shows a form titled "Create New Journey". It contains the following elements:

- Title \***: A text input field.
- Topic \***: A dropdown menu.
- Description**: A text area with the note "The description will be visible to students".
- Staff Only**: A checkbox with a tooltip that says "Staff Only Journeys will not appear in the student app and can only be added to students by staff."
- Submit** and **Cancel** buttons at the bottom.

## 2. Add New Step

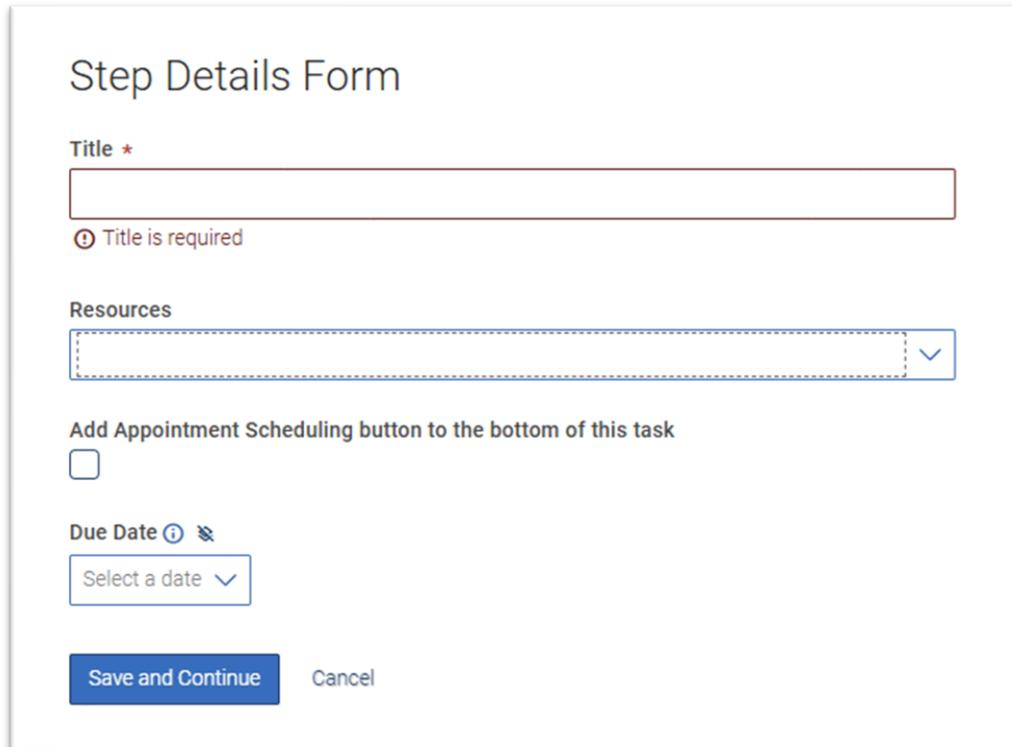
- The second section of the submission form is completing *Step Details*.
  - **RECOMMENDATION:** Journeys should only have a maximum of 8 steps
- On the submission form, users will need to define:
  - *Step Title* – What should the step task or action be titled?
  - *Step Resources* – The Navigate360 Administrator will select your Journey's *Resources* according to the resources configured in the mobile app.

Continue to next page...

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- *Add Appointment Scheduling* – Should a button for scheduling an appointment be added to this task?
- *Step Due Date* – Should this Step have a Due Date? If so, you will submit details for *Step Reminders* later.



The screenshot shows a 'Step Details Form' with the following fields and options:

- Title \***: A text input field with a red border. Below it is a red error message: 'Title is required'.
- Resources**: A dropdown menu with a dashed border and a downward arrow.
- Add Appointment Scheduling button to the bottom of this task**: A checkbox that is currently unchecked.
- Due Date**: A date selector with a blue border and a downward arrow. The text inside says 'Select a date'.
- Buttons**: A blue 'Save and Continue' button and a grey 'Cancel' button.

### Step Content Blocks

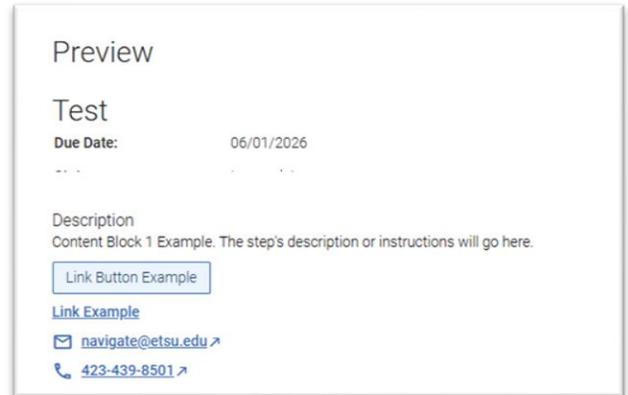
- After titling a *Journey Step*, users will need to submit *Content Blocks*, or step actions/details, for each step
  - **NOTE:** Each *Step* will need at least two *Content Blocks*. *Content Block 1* will need to be the description/instructions for the step. *Content Block 2* will need to be the action (if there is one).
- *Content Block Action* buttons include: *Link Button*, *Link*, *Email*, *Phone*,
  - *Link Button or Links*: Users must provide the *URL* and *Button* or *Link Label* (what should the URL be titled?) There can only be one *Link Button* added for each step. Should your step have multiple links, select *Link* for your action.
  - *Email*: Should your step include an email address in your action, or to be a resource, please provide the email address in your submission.
  - *Phone*: Should your step include a phone number in your action, or to be a resource, please provide the phone number in your submission.

Continue to next page...

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- See the *Journey Preview* for *Content Block Action* examples:



### 3. OPTIONAL: Step Reminders

- If users select for a *Journey Step* to have a *Due Date*, they will need to fill in the section for *Step Reminders*
  - **NOTE:** *Step Reminders* can be configured for *email*, *mobile push notifications*, or *text messages*
- The following *Step Reminder* details include:
  - *Send Reminder* – Should the reminder be sent *before the due date* or *after the due date*?
  - *Days in Advance* – How many days *before* or *after* the *due date* should the reminder be sent?
  - *Email Subject* – What should the *Email Reminder Subject* read?
  - *Email Body* – What should the *body* of the *Email Reminder* say?
  - *Text Message Body* – What should the *Text Reminder* say? Reminders only get 160 characters.
  - *Mobile Push Title* – What should the *title* of the *Mobile Push Notification* say? Only 30 characters are allowed.
  - *Mobile Push Body* – What should the *body* of the *Mobile Push Notification* say? Only 60 characters are allowed.

The screenshot shows the 'Reminders (1)' form with the following fields and options:

- Due Date:** A text input field.
- Send Reminder:** A dropdown menu with a plus icon and a help icon. Below it is a small text label: 'Whether the reminder will be sent before or after the due date.'
- How many days before or after the due date?:** A dropdown menu with a plus icon and a help icon. Below it is a small text label: 'The number of day(s) before or after due date.'
- Email Subject:** A text input field with a character count of 0/255.
- Email Body:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Undo, Redo) and a character count of 0/255.
- Text Message Body:** A text input field with a character count of 0/160.
- Mobile Push Title:** A text input field with a character count of 0/30.
- Mobile Push Body:** A text input field with a character count of 0/60.