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Bearkat EduNav is a degree planning tool to help you easily build and share degree plans with students, and to review student degree plans.

Bearkat EduNav enables students to plan and register for all their courses in a guided, intuitive system personalized to their needs and preferences. In Bearkat EduNav, students can quickly:

- Visualize their pathway to graduation, term by term
- See when they are expected to graduate – and understand how any changes to your plan affect your graduation timeline
- Plan, schedule and register for all courses in one intuitive interface
- View their entire academic history including any courses articulated from other institutions

Log In Instructions

Log into your MySam portal. On the homepage select the Faculty tab. Under the Bearkat EduNav box select the shsu.edunav.com link.

Advisor Dashboard

The advisor dashboard enables you to search for and see assigned students and their progress toward their degrees. You can find students through using the search box on the left side of the screen. Click Apply at the bottom left of the screen and the results will appear.
View Academic History

In EduNav, each term is represented chronologically in a column. Terms with completed or articulated courses will be gray. These terms can be seen to the left when you enter the system.

If academic history is collapsed, it can be opened by clicking the Completed Terms bar on the left of the screen.
Registerable Term(s)

The yellow section shows the current schedulable term(s).

What is next?

This section shows all future terms which will lead into your declared goal.
Valid / Not Valid Functionality

Every time you make a change to your plan, Bearkat EduNav changes the status to “Pending Review.”

You can undo a change at any point, click the *Undo* button in the plan’s header bar.

To validate your plan after making changes. Click the “Check Plan” button ensure your plan is valid.
Upon clicking the “Check Plan” button SmartPlan will display a dialog box noting that it has adjusted your plan.

- **Prioritize preference** – will ensure that the changes you have requested are applied and made accordingly.
- **Keep my current plan** – will keep the plan changes that you have made but will not validate the plan.

A valid plan is one that meets your graduation requirements and abides by all course pre/co-requisite rules. It also allows you to see all courses in your plan that are available for registration.

**Change Time / Instructor**

In a registrable term, Bearkat EduNav will always plan course sections. You can change the time and/or instructor for a particular section by hovering over the course in the schedulable term. Click **Change**, and then select **Change time/instructor**.
A pop-up window will open which shows all other available options. Click on the down arrow to expand the course options. This will show you how the new course option interacts with other planned courses in the term.

**Keep Or Remove a Course**

To prefer a section or course (in any term), click the star to the left of the course. The star informs Bearkat EduNav that the course is not only preferred but preferred in the term for which it has been starred. Whenever Bearkat EduNav tries to make changes to the plan going forward, it will consider these preferences.

If a course is not preferred, you can replace it with another from the requirement choice group, or you can delete it from the plan by clicking the small trash can located to the left of the course.
Change Course for Requirement

Often, degree requirements can be satisfied by a variety of courses. Bearkat EduNav will always plan a course to satisfy a requirement, but you can change that course when desired.

- Hover over the course you would like to change.
- Click Change, and then select Change course requirement.
- A pop-up window will open which shows all other available options.
- Hover over the course you do not want and select Don't use.
- Hover over the option you’d prefer, click Use, and then click OK at the top of the dialog box and select Yes, to replace the course.

Bearkat EduNav tries to maximize a course’s utility whenever possible. This means, if a course can be used to satisfy more than one requirement, Bearkat EduNav will often plan that course by default. If you attempt to change a course that is being applied to more than one requirement, Bearkat EduNav will display a dialog box letting you know which requirements the course will satisfy.

You may continue to change the course but be aware that your new selection may not apply to all the same requirements. This may result in an additional course added elsewhere in the plan.
Move Course to Another Term

Courses can be moved to different terms in the plan. To move a course to another term, simply drag and drop the course to a desired term.

Undo Last Action

If your plan becomes invalid or you would like to undo the last action you took in customizing your plan, simply click the undo button in the toolbar.
Edit Target Credits

Bearkat EduNav will always plan to a target number of credits per term. This target can be modified depending on your needs. Target credits are displayed at the top of each term. The first number listed is the number of credits currently planned. The second, blue hyperlinked number is the target credits for that term.

To change the target credits, click the blue hyperlink number and type the number of credits you would prefer to take and click Save. You can modify the target credits for a single term, or for all terms by putting a check in the “Apply to all terms” box.

Once the target has been modified, your plan status will become “Unknown”. You will have to validate the plan by clicking the “Check Plan” button to redistribute your courses based on this new target.
Add a Term

Additional terms can be added to the plan by using the “+” plus sign between the semesters where the term is available. To add a term to your plan, simply click on the + sign. The system will immediately build a new plan with that term added.
Remove a Term

To remove a term, simply drag and drop each of the courses in that term to other terms. Once the term has no courses remaining, click the small trash can to the left of the term name (e.g., Summer 2023) to delete from the plan.

You will be asked to confirm you want to continue with deleting the term. Click OK.
**How Students Register for Courses**

Once you are ready to register. Go to the registerable term (yellow section). Click on the “Change” button for each of the courses you want to register for and select “Mark to register.”

Once all courses are marked to register, click the Register button.
A dialog box with a summary of your registration actions will appear. Note that in the “Alerts” section, you may find messages from your registrar’s office if you have registration holds or other items that require follow up with prior to registration.

Click “Continue registration” to continue with registration.

The next dialog will confirm your registration is complete and will list the courses you have registered for. Click “Ok” to acknowledge and close this notification.
Bearkat EduNav will bring you back to your plan. Note that all courses are now marked as Registered.

How Students Drop a Registered Course

Click on the “Change” button next the course you wish to drop. Select “Mark to drop”. A dialog box will appear asking you to confirm that you wish to drop the course. Click “Yes”. 
The course is now marked to drop. Click “Update registration” to complete the action.