Bearkat EduNav

Student Manual

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About Bearkat EduNav

Bearkat EduNav is a degree planning tool to help you navigate the path all the way to graduation. With Bearkat EduNav, you plan and register for all your courses in a guided, intuitive system personalized to your needs and preferences. In Bearkat EduNav, you can quickly:

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

Instructions

Log In
Log into your MySam portal. On the homepage select the Registration tab.
Under the Bearkat Registration Dashboard click on the Add/Drop button.
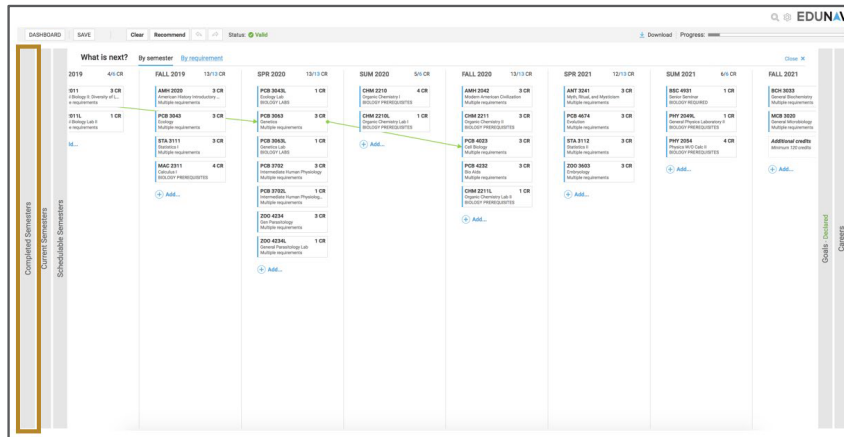

View Academic History
In Bearkat EduNav, each term is represented chronologically in a column. Terms with completed or articulated courses will be gray. These terms can be seen to the left when you enter the system.
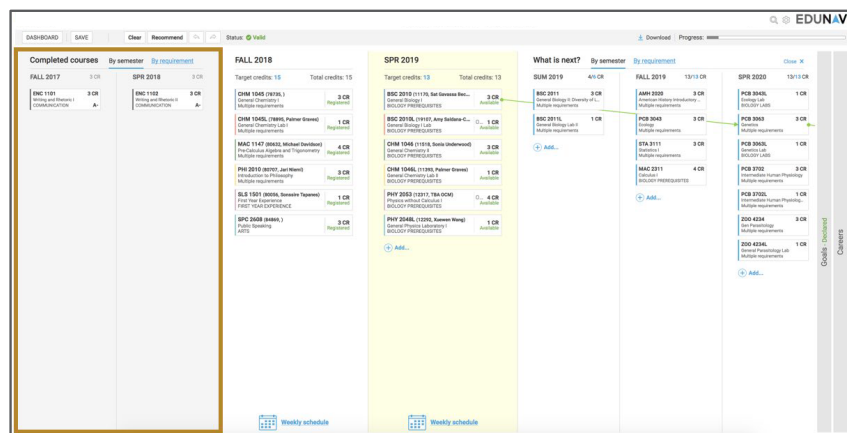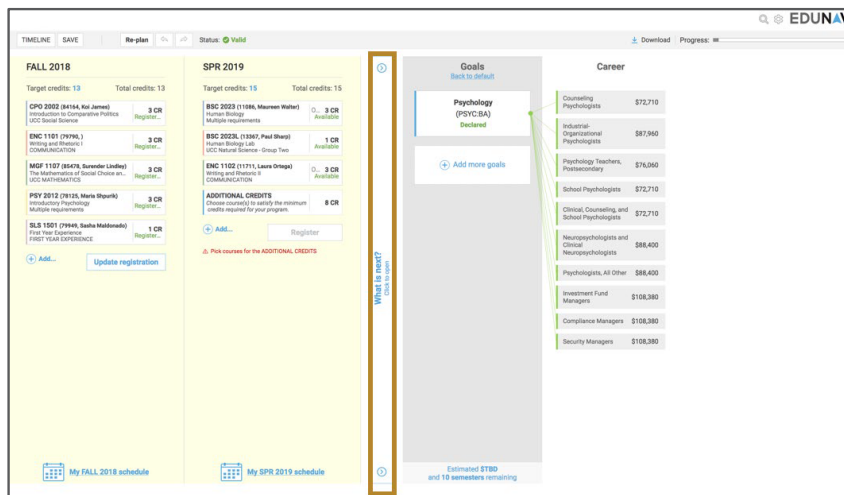
If academic history is collapsed, it can be seen by clicking the *Completed Semesters* bar on the left of the screen.
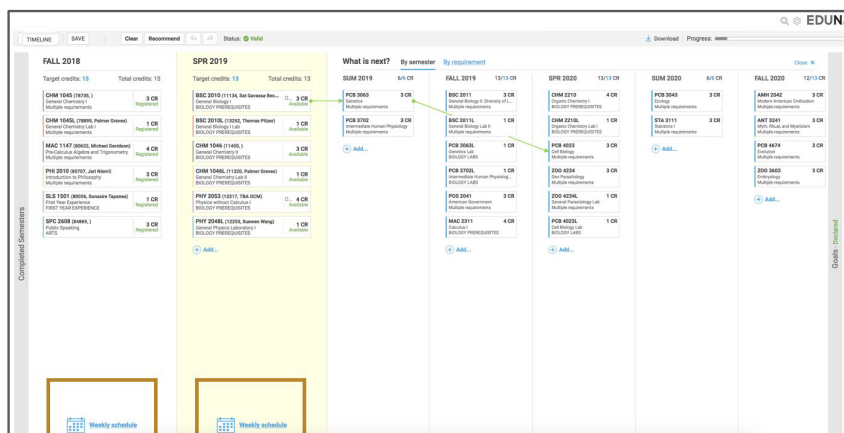

View Future Semesters

Upon entering Bearkat EduNav, click on the *What's Next?* bar to the right of the yellow current schedulable terms to see all future terms all the way to your goal.


Open Weekly Schedule

To view the weekly schedule view for the current or schedulable term, click on the *Weekly schedule* link at the bottom of the column.

Valid / Not Valid Functionality

Every time you make a change to your plan, Bearkat EduNav checks to see if your plan is still *valid*. A valid plan is one that meets your graduation requirements and that you can register for.
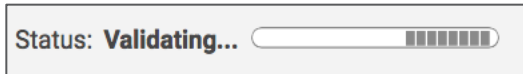
Status: **Validating...** [░░░░░░░]

If you make a change that invalidates your plan, the status in the menu bar will change to Not Valid and a *Fix* button will appear.

Status: ⊘ **Not Valid** 🔧 Fix

If you want to undo the change, click the *Undo* button.
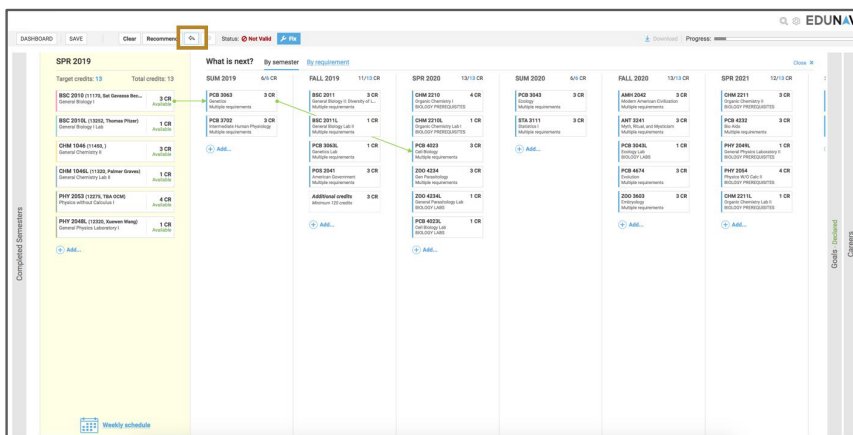
If you want Bearkat EduNav to try to fix your plan, click the *Fix* button. If the system can fix it, the status will change to Valid, and Bearkat EduNav will display a dialog box noting that it fixed your plan. If it cannot fix it, either click Undo or Recommend, which will cause Bearkat EduNav to regenerate a valid plan.
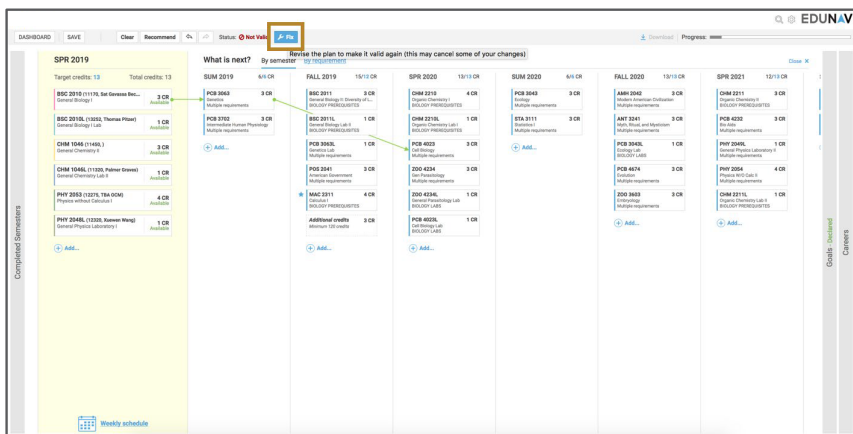

You can make multiple changes (add a class, move a class, change an instructor, etc.) at once and wait for Bearkat EduNav to validate all your changes.

Change Time / Instructor

From the plan view

Hover over the course in the schedulable term you would like to change. Click *Change*, and then select *Change time/instructor*. A pop-up window will open which shows all other available options.
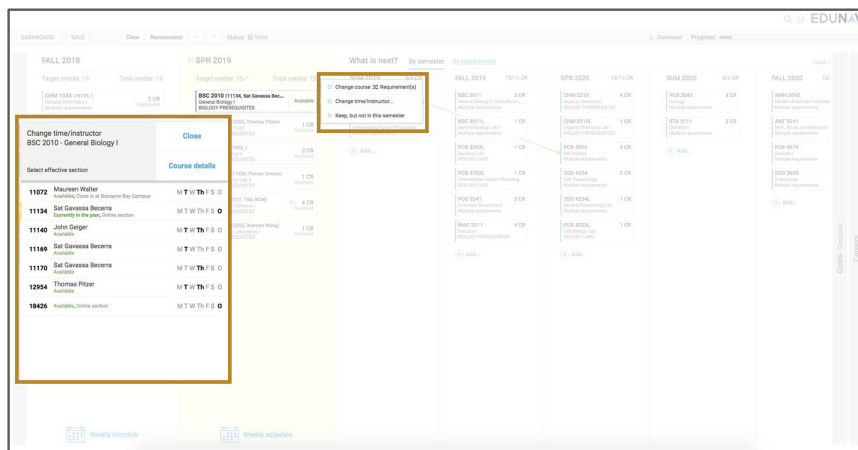
From the Weekly schedule view

Hover over the course you would like to change in the course list. Click *Change*, and then select *Change time/instructor*.
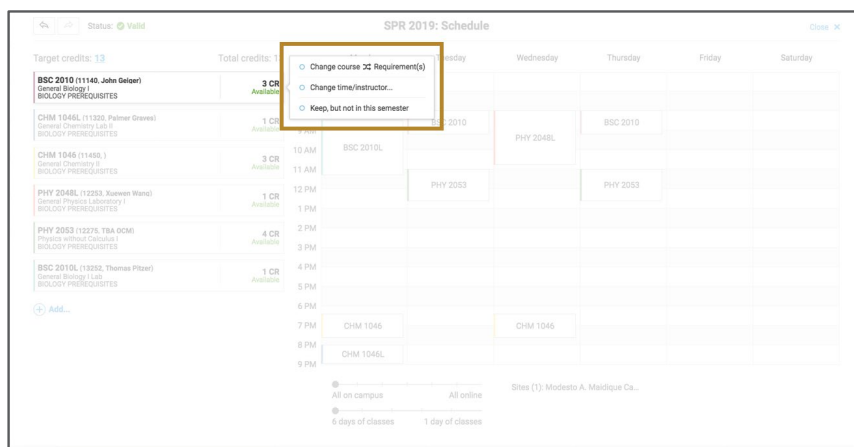

A pop-up window will open which shows all other available options. As you hover on the options, you can quickly see how they would fit in your weekly schedule. Click *Select* next to the class you'd prefer, and the plan will automatically update to reflect your change.
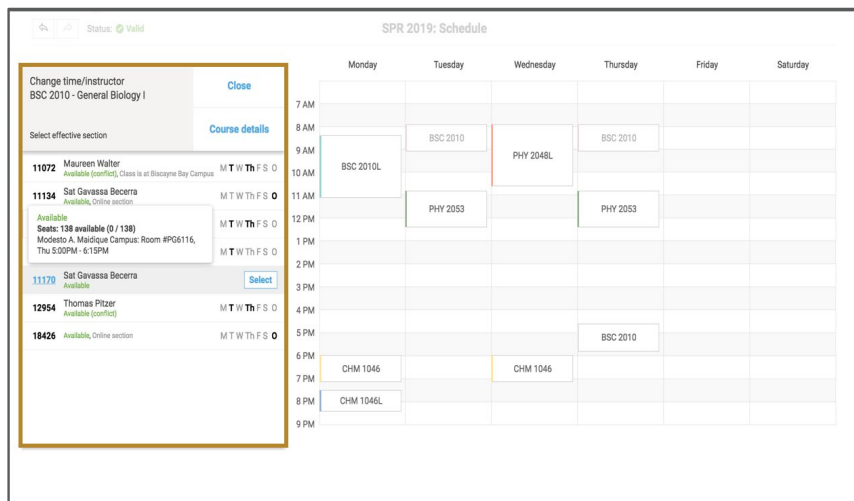

Keep Or Remove A Course

Hover over the course you would like to keep or remove. Click the star to the left of the course to express a preference to keep a course in your plan. Click the small x located to the left of the course to remove the course from your plan.
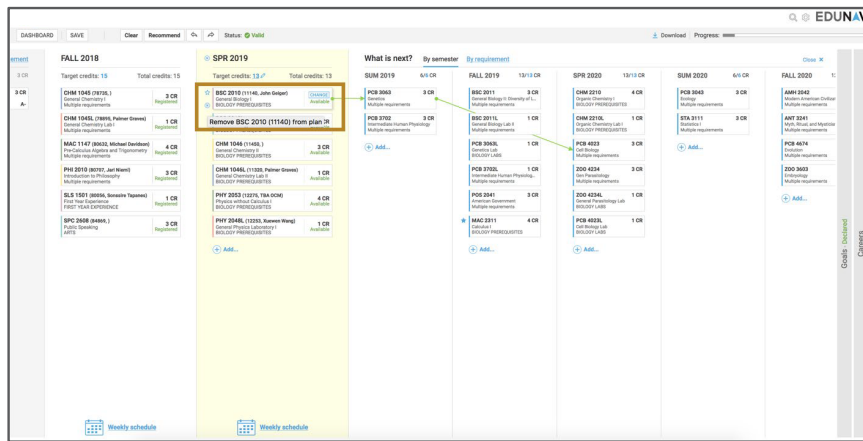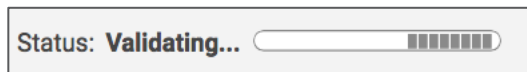
Replace A Course

Hover over the course you would like to remove. Click the small x located to the left of the course. This will remove this course from your plan.
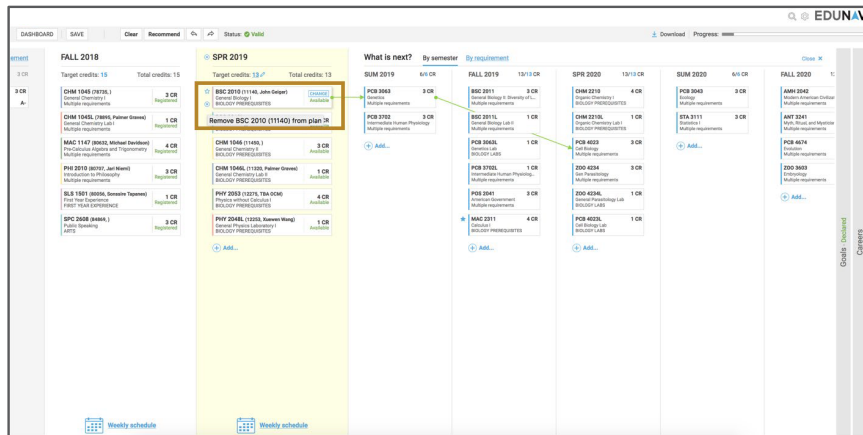
The system will then check to ensure your plan is still valid. You can always check the status on the menu bar to see the current state of your plan.


A pop-up window will open which shows all other available options that meet that requirement.

Hover over the course you'd prefer to take and select *Use*.

Change Course For Requirement

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.
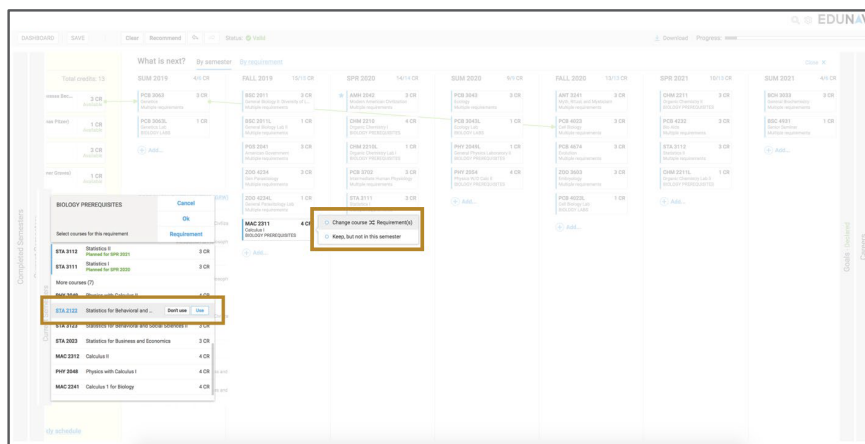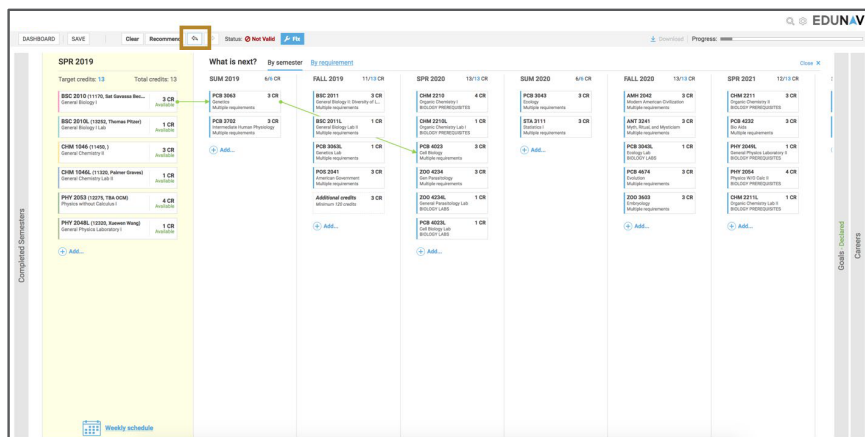
Move Course To Another Term

To move a course to another term, simply drag and drop the course to a desired term.
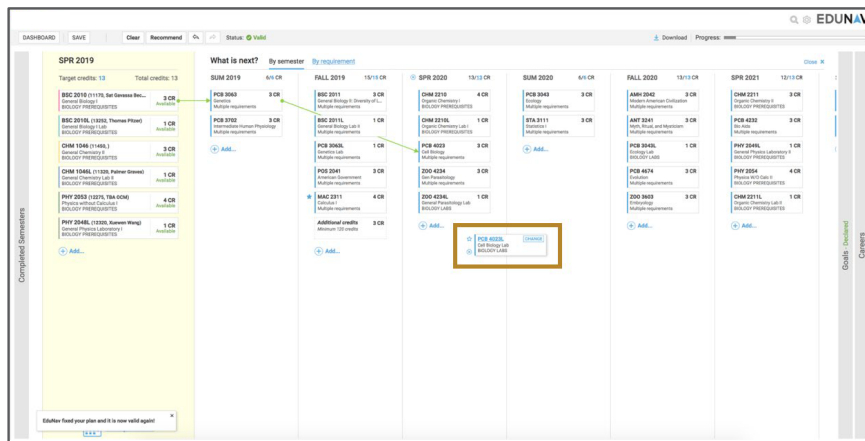

Undo Last Action

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

Edit Target Credits

The number of credits scheduled and target credits planned can be seen 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'd prefer to take.
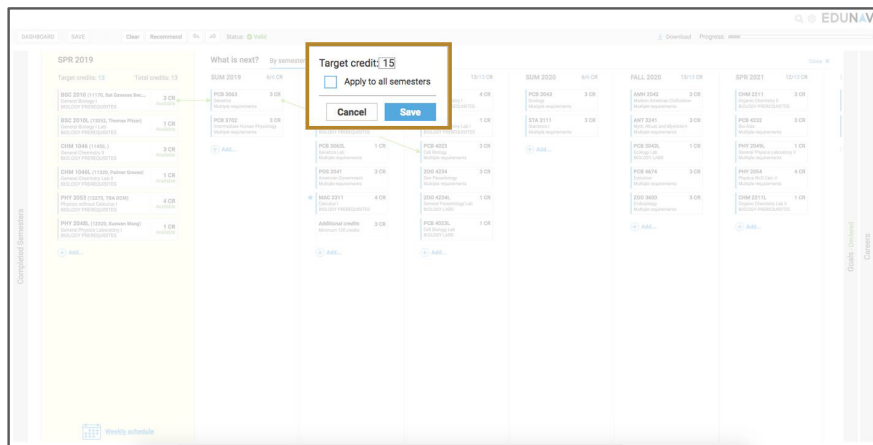
The system will then check to ensure your plan is still valid. You can always check the status on the menu bar to see the current state of your plan.


If it indicates that your plan is now not valid, simply click the blue fix button on the toolbar to have Bearkat EduNav return you to a valid plan.
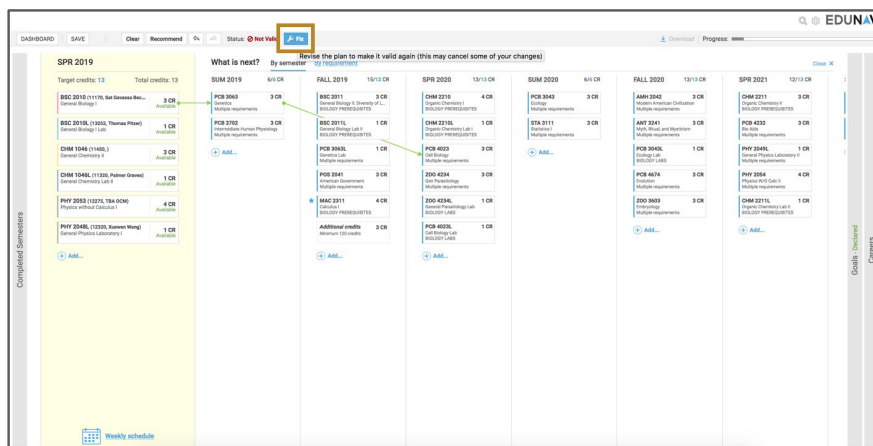

Add A Term

Additional terms that can be added to the plan will be denoted as a + 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.
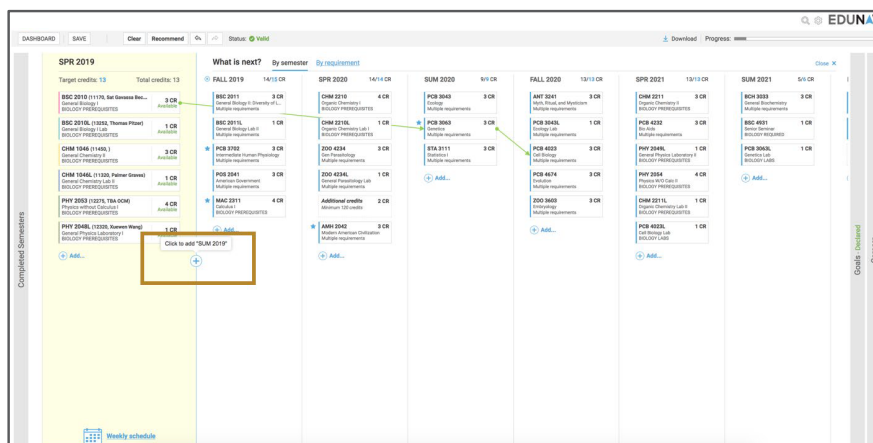
Remove A Term

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 x to the left of the term name (e.g. SUM 2019) to delete from the plan.

You will be asked to confirm you want to continue with deleting the term. Click OK.
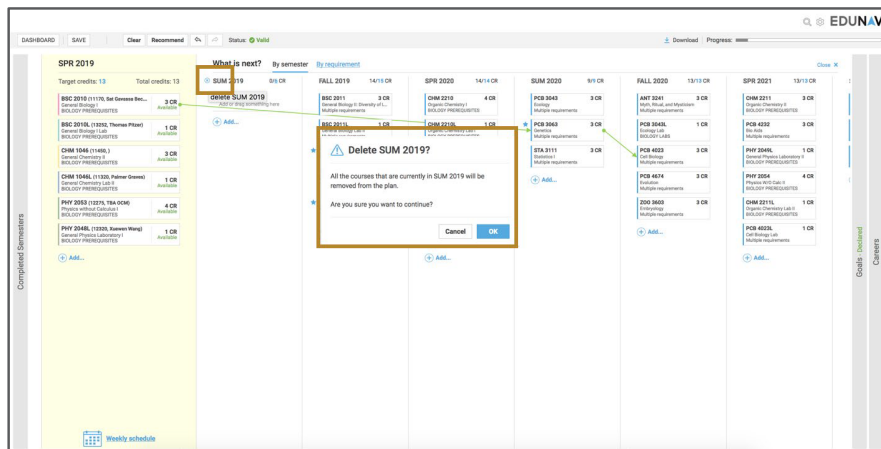
Drop A Registered Course

Hover over the course you would like to drop. Click *Change*, and then select *Mark to drop*. A dialog box will appear asking you to confirm that you wish to drop the course. Click Yes.
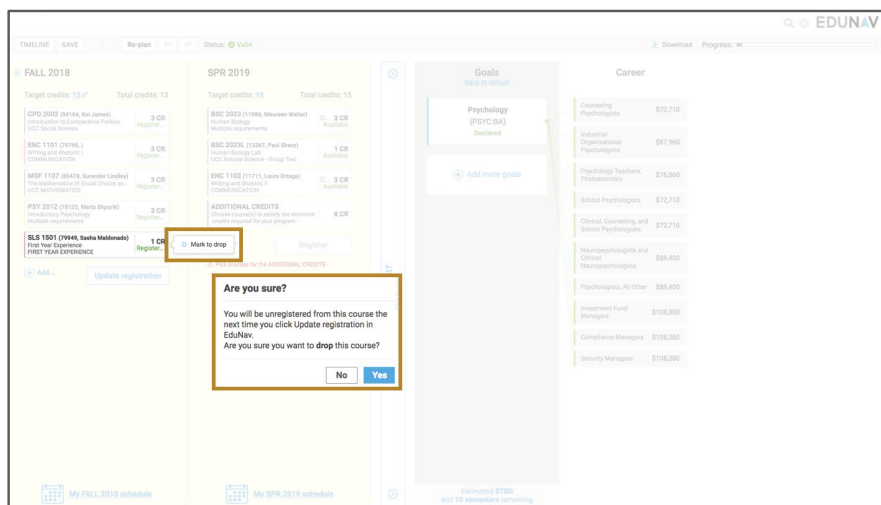
The course will now appear faded and a text box with the word DROP will appear. Click *Update registration* to complete the action.