

Navigate360 Meeting Summary Assistant

Capture the Conversation. Focus on the Student.

The AI-powered Meeting Summary Assistant (MSA) enhances advising efficiency by generating structured appointment summaries from live audio transcription, uploaded documents, or typed notes.

Three ways to add content to the Meeting Summary Assistant:

- Transcribe & Summarize Audio
- Summarize Attachments
- Summarize Text

To begin, select one of the three content options. The generated summary will populate directly in the Appointment Summary Report or Note text field.

Multiple options can be combined. For example, you may transcribe audio and upload a document to enhance the summary.

Note: Content should be reviewed and edited before saving.

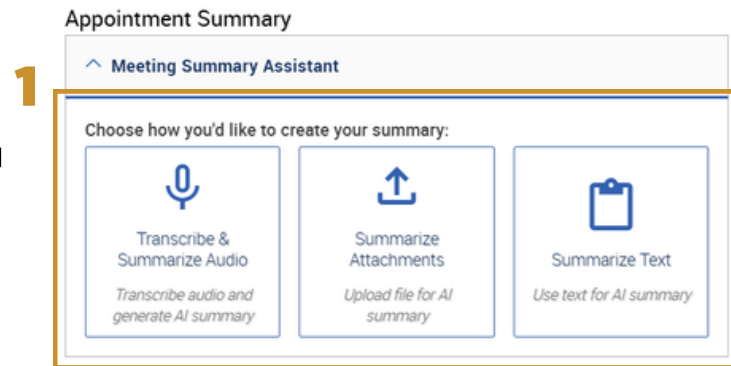


Figure 1 shows three different options to summarize audio, attachments, and text.

Consent (Audio Only)

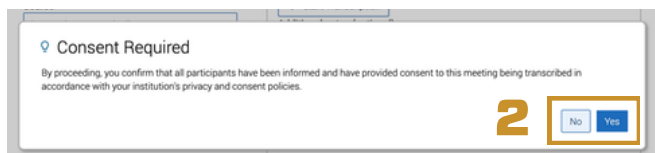


Figure 2 shows the required step to provide consent before transcribing by selecting "no" or "yes."

When using the Transcribe & Summarize Audio feature, live transcription must be stopped before the Appointment Summary can be closed, minimized, or saved.

When selecting **Transcribe & Summarize Audio**, the user must first provide consent by reviewing the on-screen notice and selecting **Yes**.

Live transcription begins immediately and may be paused or restarted as needed during the meeting.

Note: Audio is transcribed live and is not recorded or stored.

Select Summary Style

Once transcription is stopped or content is uploaded or typed, staff can then select one of four Summary Styles, or prompt their own summary instructions.

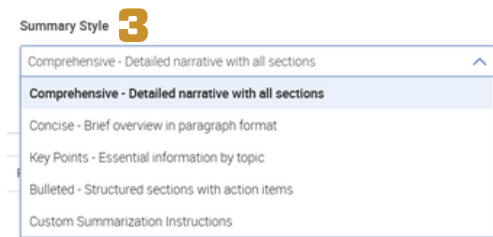


Figure 3 shows the four Summary Style options as well as the Custom Summarization option.

Generate The Summary

- Click **Summarize** at the bottom of the Appointment Summary window.
- The AI-generated summary will populate in the Appointment Summary text field.
- If multiple input methods were used, all content will be incorporated into a single summary.

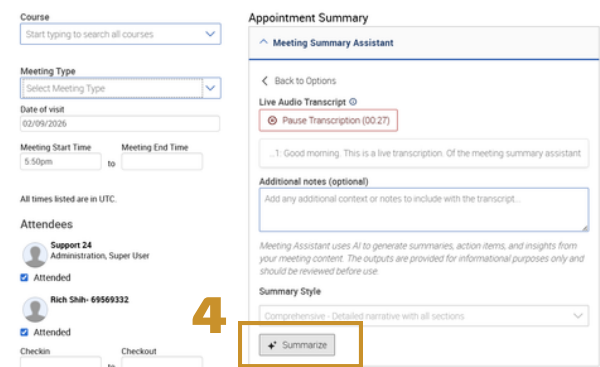


Figure 4 shows the Summarize button that must be selected to begin the AI-generated summary.

Review and Submit

- Edit the generated summary as needed.
- Add additional context if necessary.
- Save the Appointment Summary Report or Note.

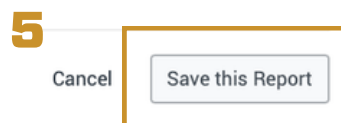


Figure 5 shows the "Save this Report" option to finalize and save the AI-generated summary.

All AI-generated content should be reviewed and edited before submitting an Appointment Summary or note.