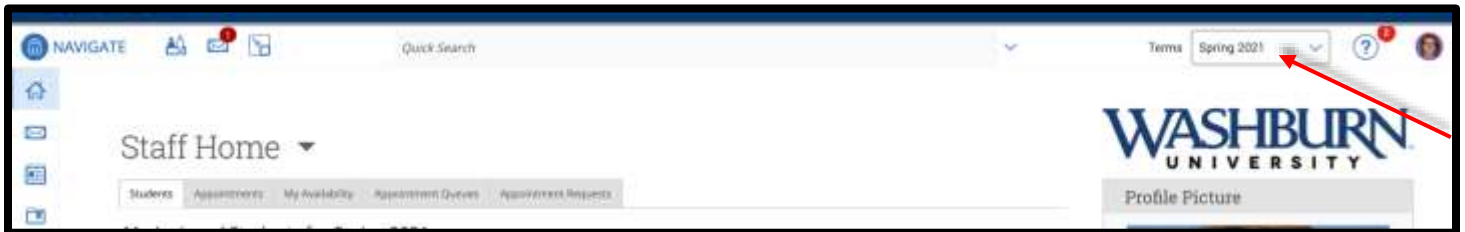
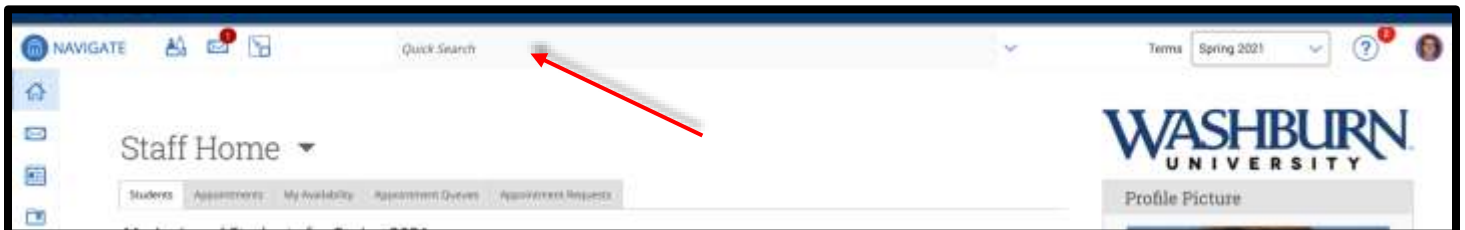


Navigate: How to Schedule an Appointment with a Student

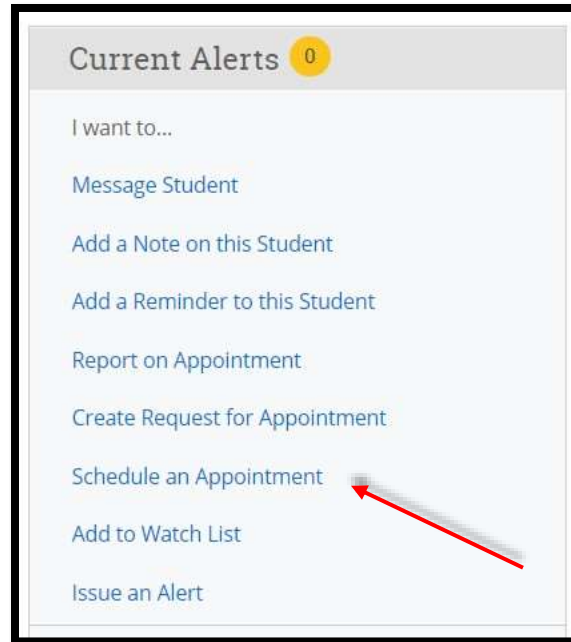
1. Once you have logged in to Navigate, adjust your term in the upper right-hand corner.



2. Make sure your Navigate calendar has been synced with your electron calendar. For instructions on syncing your calendar [click here](#).
3. Make sure your Navigate availability has been set up for appointments. For instructions on setting up your availability [click here](#).
4. Use the **Quick Search** feature in the upper right-hand corner to find the student you need to schedule an appointment with.



- On the student's profile page, in the **Current Alerts** box, click on **Schedule an Appointment**.



- On the left-hand side fill out your **Care Unit**, **Location**, and **Service** to correspond with your created availability.

The image shows a form with three dropdown menus. The first dropdown is labeled "Care Unit" and has "College of Arts & Sciences" selected. The second dropdown is labeled "Location" and has "Music Department: Virtual & Phone Appoin..." selected. The third dropdown is labeled "Service" and has "NSO Enrollment" selected.

7. Now, select your name from the list of **Organizers**.

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="radio"/>	Foreman, Christina	For: Appointments Mon-Fri 8:00am-5:00pm CDT

8. Adjust your desired **Length** of appointment.

Length:

9. **Select a Date** from the calendar for your appointment.

Select a Date

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10. Select a green check box for your desired meeting time.

TIME SLOT	05/17 (SUN)	05/18 (MON)	05/19 (TUE)	05/20 (WED)	05/21 (THU)	05/22 (FRI)	05/23 (SAT)
6:00am - 7:00am CDT							
7:00am - 8:00am CDT			BUSY				
8:00am - 9:00am CDT			BUSY		<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	
9:00am - 10:00am CDT			BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	
10:00am - 11:00am CDT	BUSY	BUSY	BUSY	<input type="checkbox"/> 0/1 BUSY	<input checked="" type="checkbox"/> 0/1	<input type="checkbox"/> 0/1 BUSY	
11:00am - 12:00pm CDT	BUSY		BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1 BUSY	<input type="checkbox"/> 0/1 BUSY	BUSY
12:00pm - 1:00pm CDT				<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1	BUSY
1:00pm - 2:00pm CDT			BUSY	<input type="checkbox"/> 0/1 BUSY	<input type="checkbox"/> 0/1	<input type="checkbox"/> 0/1 BUSY	BUSY

11. Add any additional **Comments** the student might need. If setting up a virtual meeting, this is a good place to insert a Zoom link.

Comments

12. Select your desired **Reminders**.

Reminders

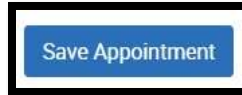
Send E-mail Reminder to the organizer attendee?

Send E-mail Reminder to non organizer attendees?

Send a text reminder to the organizer attendee?

Send a text reminder to non organizer attendees?

13. Click the **Save Appointment** button.



14. The student will receive an email with the appointment information, and the appointment will automatically populate onto your synced calendar.