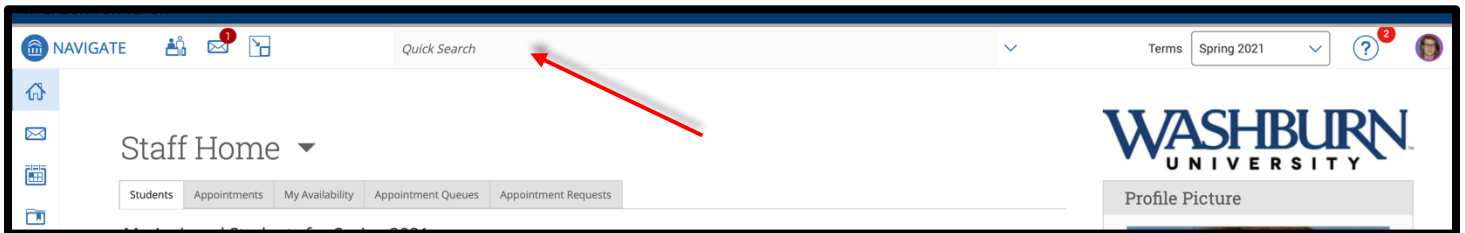
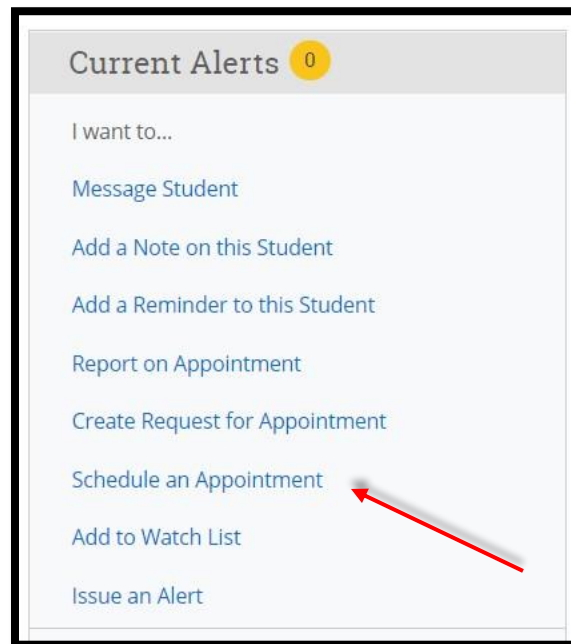


Navigate: How to Schedule an Appointment with a Student

1. Once you have logged in to Navigate, make sure your Navigate calendar has been synced with your electronic calendar.
2. Make sure your Navigate availability has been set up for appointments.
3. Use the **Quick Search** feature in the upper center to find the student you need to schedule an appointment with.



4. 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.

Care Unit

Location

Service

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

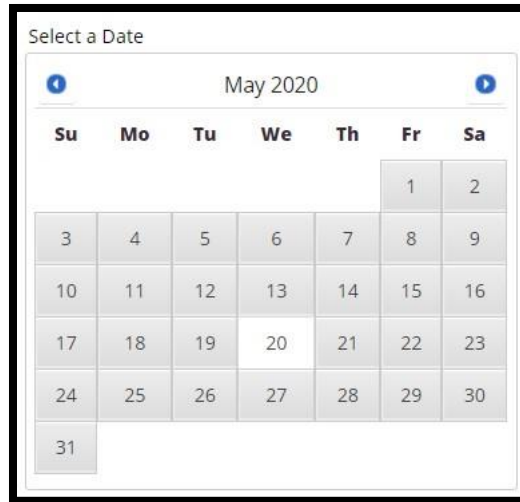
Select An Organizer

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

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

Length:

8. Select a Date from the calendar for your appointment.



9. 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

10. 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

11. 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?

12. Click the **Save Appointment** button.

Save Appointment

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