Scheduling Appointments for Students

Advising appointments can be scheduled two ways:

1. Using the Appointment Center mode, which shows a full calendar of availability for all advisors who work at a specific location. Appointments scheduled by frontline staff will be scheduled through the Appointment Center.

2. Directly from a student’s Navigate profile by the advisor or staff member who is planning to meet with the student.

Starting the Appointment Center

The Appointment Center pulls together all of the availability that advisors set in Navigate and displays it for frontline staff who are scheduling future appointments. Assuming that the advisor has synced their calendar to Navigate, the availability shown in the Appointment Center will reflect when the person is truly available. It will show times that 1) the advisor told Navigate they are typically free for advising appointments and 2) have been confirmed as free in outlook.

1. Log into Navigate

   ![Navigate Login](image1)

2. Start the Appointment Center
   
   *(located on the far bottom right of home screen)*

3. Select your location

   ![Appointment Center Location](image2)
Using the Appointment Center to Schedule Appointments

1. Access the Academic Advising & Resource Center

   ![Access the Academic Advising & Resource Center](image)

2. Search for and select the student

   ![Search for and select the student](image)

3. Filter for the type of appointment the student is looking for (Career Exploration, etc.) to view available advisors. You can also search for a specific staff member or date

   ![Filter for the type of appointment](image)
Using the Appointment Center to Schedule Appointments

After filtering for specific dates, services (appointment reasons), or staff members, you will see a list of all the available advisors and their calendars shown next to the student's. If a staff member’s calendar is gray, that are unavailable for scheduled appointments but may be available for walk ins.

1. Hover over a time on an advisor's calendar to confirm it is available

2. Click on an open time and schedule the appointment

   Note: Comments are student and advisor facing

3. The appointment will now appear on both attendee's calendars and is available for editing
Checking Students in for an Existing Appointment

When a student comes to the front desk to check in for a scheduled appointment, you can check them in using the Appointment Center. This sends an alert through Navigate informing the advisor that their student has arrived. This step is optional and may not be needed for smaller locations.

1. Once in your location’s Appointment Center, switch to the Scheduled Appointments view to see a list of all upcoming, in progress, and recent appointments.

![Scheduled Appointments](image1)

2. Select the student you wish to check in and then check in under the Actions button. The advisor will be notified in Navigate and by email and text if they have opted into additional notifications.

![Upcoming Appointments](image2)

What the advisor will see when a student is checked in:

![Advisor notification](image3)
Reports and Mass Management of Appointments

Cancelling multiple appointments and messaging multiple students about appointments through the Appointment Center. If the college is unexpectedly closed or an advisor is out sick, you can quickly cancel or message all appointments at your location using the Upcoming Appointments section of the Appointment Center.

Using the Reporting tab you can quickly pull lists of appointments, students who have no showed, etc. and filter for specific date ranges, services, locations, and types of students. From here, you can export results to Excel or message students.