

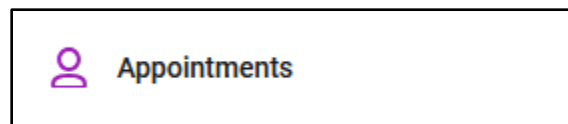
Overview

Student Scheduler is the page all students use to create appointments and drop-in visits through Navigate360. The user interface ensures accessibility for all.

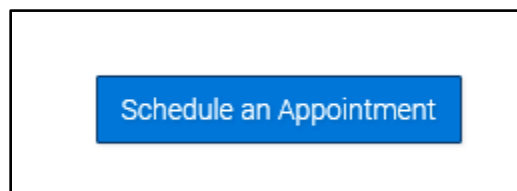
Student Home opens when students log into Navigate360. To open the scheduler, students select the **Schedule Appointment** button.

Scheduling an Appointment

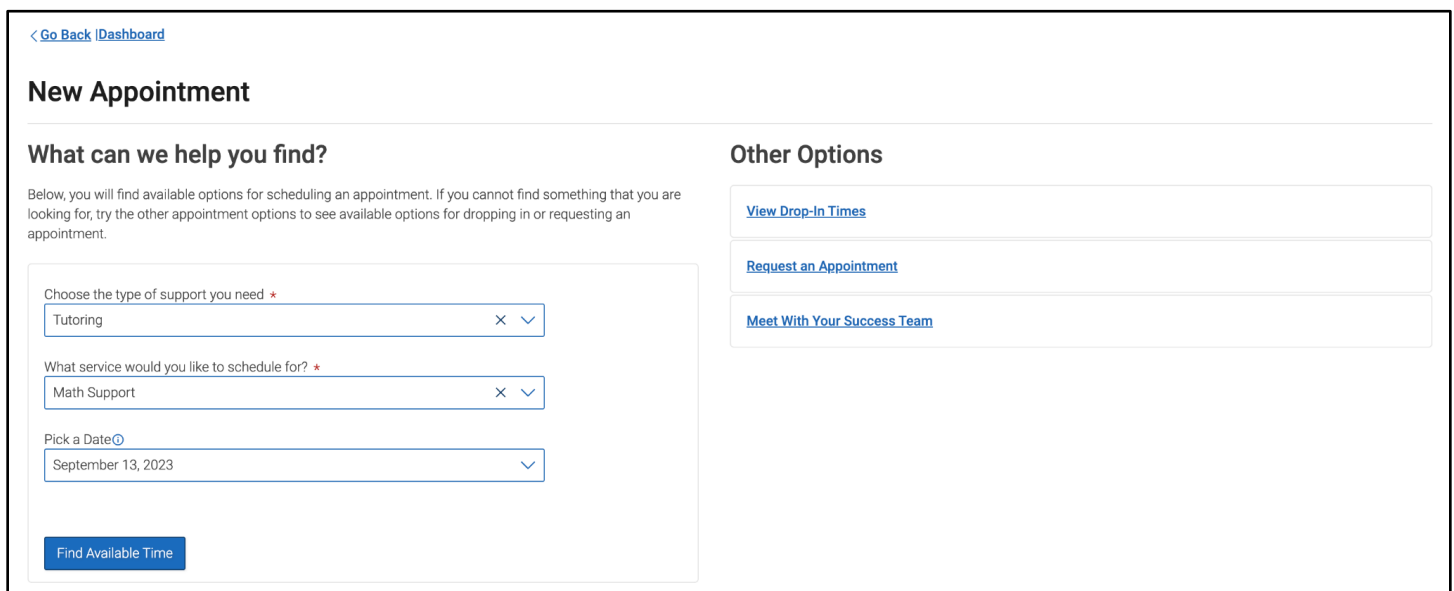
1. Click the **Appointments** tab on the left navigation menu to begin scheduling an appointment:



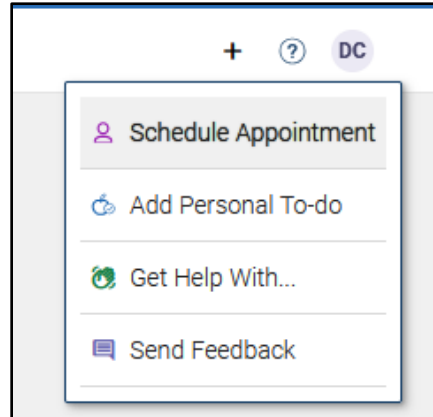
2. Once in the **Appointments** page, on the top right, click on **Schedule an Appointment**:



You will then be redirected to the **New Appointment** page:

A screenshot of the "New Appointment" page. At the top left, there is a link "< Go Back | Dashboard". The main heading is "New Appointment". Below it is a section titled "What can we help you find?" with a subtext: "Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment." There are three dropdown menus: "Choose the type of support you need *" with "Tutoring" selected, "What service would you like to schedule for? *" with "Math Support" selected, and "Pick a Date" with "September 13, 2023" selected. A blue "Find Available Time" button is at the bottom left. On the right, under "Other Options", there are three buttons: "View Drop-In Times", "Request an Appointment", and "Meet With Your Success Team".

Alternatively, clicking on the 'plus-sign' icon will also open the **New Appointment** page:



- Begin by selecting the type of support you need, such as advising or academic support, followed by the type of service needed, and then the date for the appointment. You can only select one type of support and/or service.

Choose the type of support you need *

Tutoring ✕ ▾

What service would you like to schedule for? *

Math Support ✕ ▾

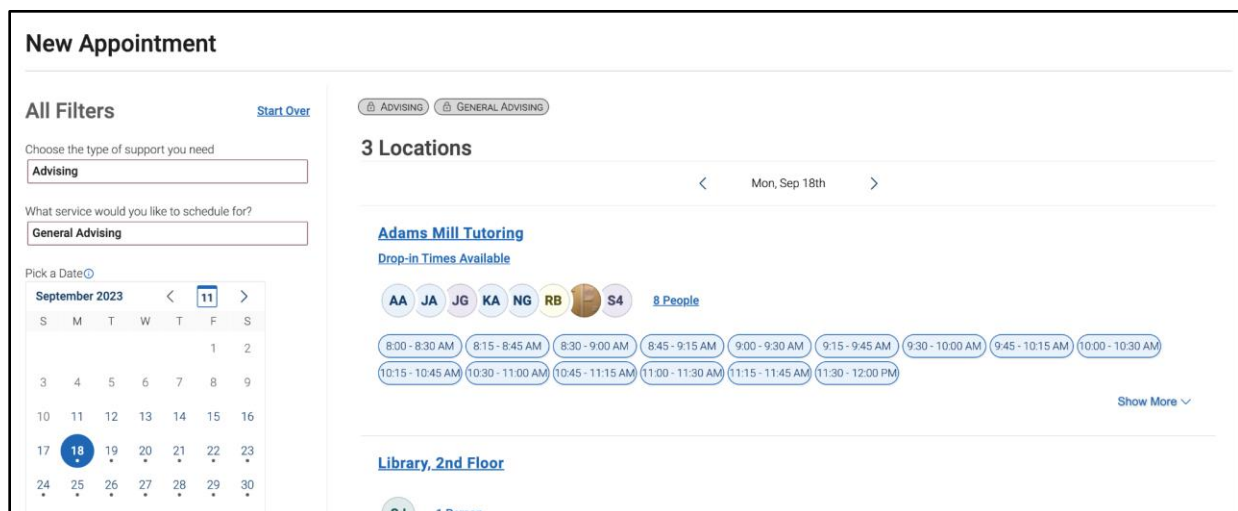
Pick a Date 📅

September 13, 2023 ▾

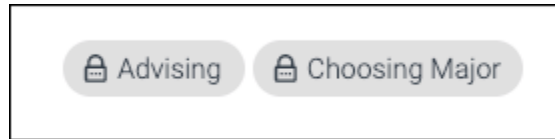
[Find Available Time](#)

- Once the options are selected from the fields above, click on the blue **Find Available Time** button.

You will then be redirected to following page:



Notice the options you selected on the previous page. These choices are locked in and cannot be modified unless you click on the **Start Over** link. Below is what the locked options may look like:



- On the left side, under the **All Filters** section, select any additional filters to refine your desired appointment.

Note. When a date is selected, the scheduling feature shows appointments from the start date until 30 days after the start date. Dates with available appointments will have a dot underneath them in the calendar.

All Filters [Start Over](#)

Choose the type of support you need

Advising

What service would you like to schedule for?

General Advising

Pick a Date 🕒

September 2023 < 11 >

S	M	T	W	T	F	S
					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

Staff

Search by name ▼

How would you like to meet?

Search by type ▼

Office

Search by name ▼

Course

Select course ▼

The main panel of the scheduling page shows available locations with appointment slots. Notice a description under the location, it may contain important information:

Aurora Downtown

Select your primary campus/location and then your preferred meeting type. On campus, phone, or virtual appointments are available.

Drop-in Times Available

8:00 - 9:00 AM
9:00 - 10:00 AM
10:00 - 11:00 AM
11:00 - 12:00 PM
12:00 - 1:00 PM
1:00 - 2:00 PM
2:00 - 3:00 PM
3:00 - 4:00 PM
4:00 - 5:00 PM

In some cases, you can select the link that says **# People** next to the staff member's initials.

3 Locations

< Tue, Nov 3rd >

Academic Success Center
Drop-in Times Available

BB AB AA CB KB 5 People

1:00 - 1:30 PM 1:15 - 1:45 PM 1:30 - 2:00 PM 1:45 - 2:15 PM 2:00 - 2:30 PM 2:15 - 2:45 PM 2:30 - 3:00 PM 2:45 - 3:15 PM 3:00 - 3:30 PM
3:15 - 3:45 PM 3:30 - 4:00 PM 3:45 - 4:15 PM 4:00 - 4:30 PM 4:15 - 4:45 PM 4:30 - 5:00 PM

[Show more](#) ▾

Central Advising Building
Drop-in Times Available

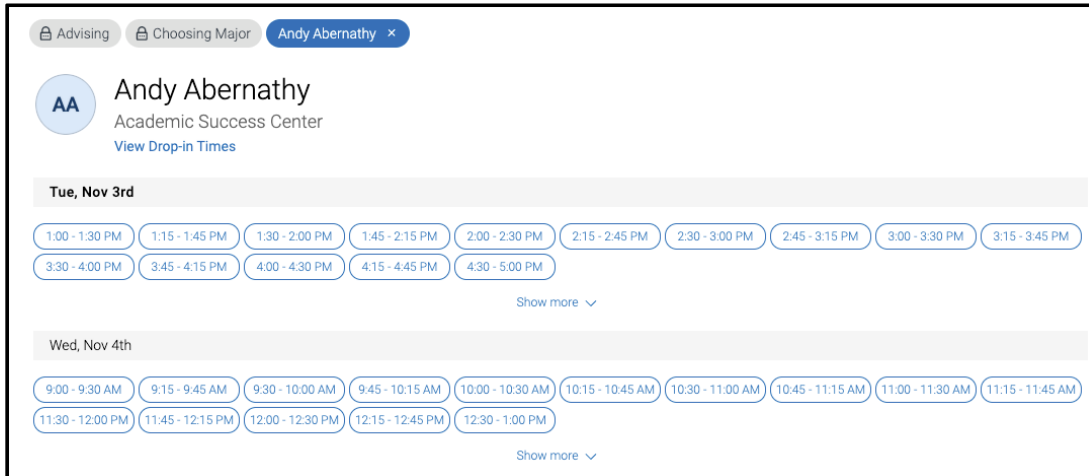
JO KB MB RR 5 People

1:00 - 2:00 PM 2:00 - 3:00 PM 3:00 - 4:00 PM 4:00 - 5:00 PM 5:00 - 6:00 PM

Clicking the link will display a list of staff members:

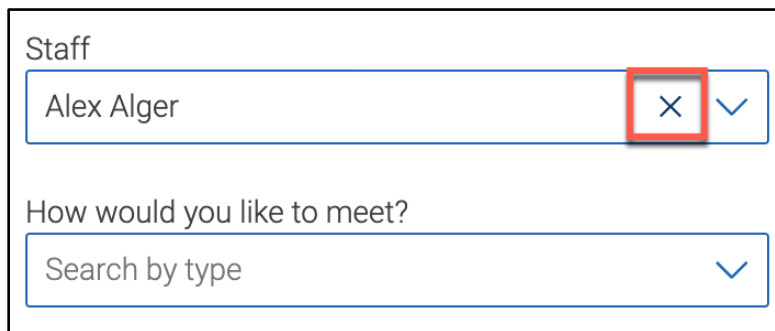
BB	Bruce Bins Advisor	>
AB	Alice Boehm	>
AA	Andy Abernathy	>
CB	Clotilde Blanda	>
KB	Karson Boehm	>

If a staff member is selected from the list, the appointment schedule will display only the available time slots for that specific staff member.



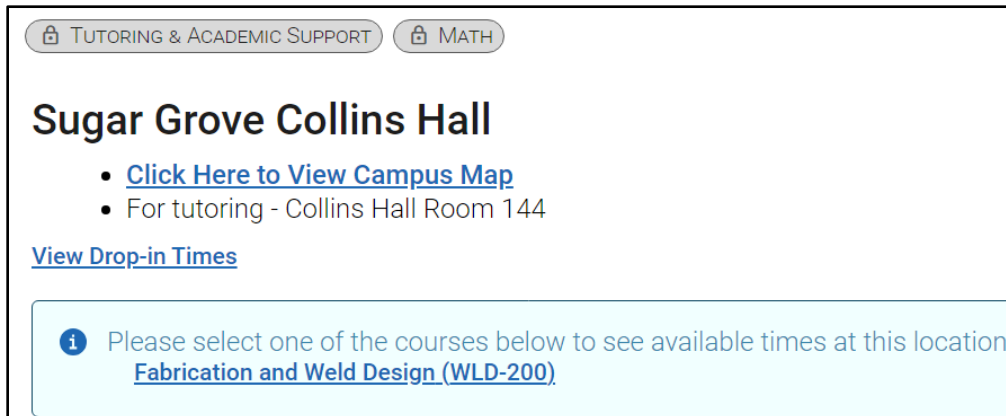
The screenshot shows a user interface for scheduling an appointment. At the top, there are three tabs: "Advising", "Choosing Major", and "Andy Abernathy" (which is selected and has a close 'X' button). Below the tabs is a profile card for Andy Abernathy, Academic Success Center, with a "View Drop-in Times" link. The main area displays a calendar for two days: Tuesday, Nov 3rd and Wednesday, Nov 4th. Each day has a grid of time slots in rounded rectangular buttons. For Tuesday, slots range from 1:00-1:30 PM to 3:15-3:45 PM. For Wednesday, slots range from 9:00-9:30 AM to 11:15-11:45 AM. "Show more" links are present below each day's grid.

If you would like to remove a filter, click on the **X** in the corresponding field:



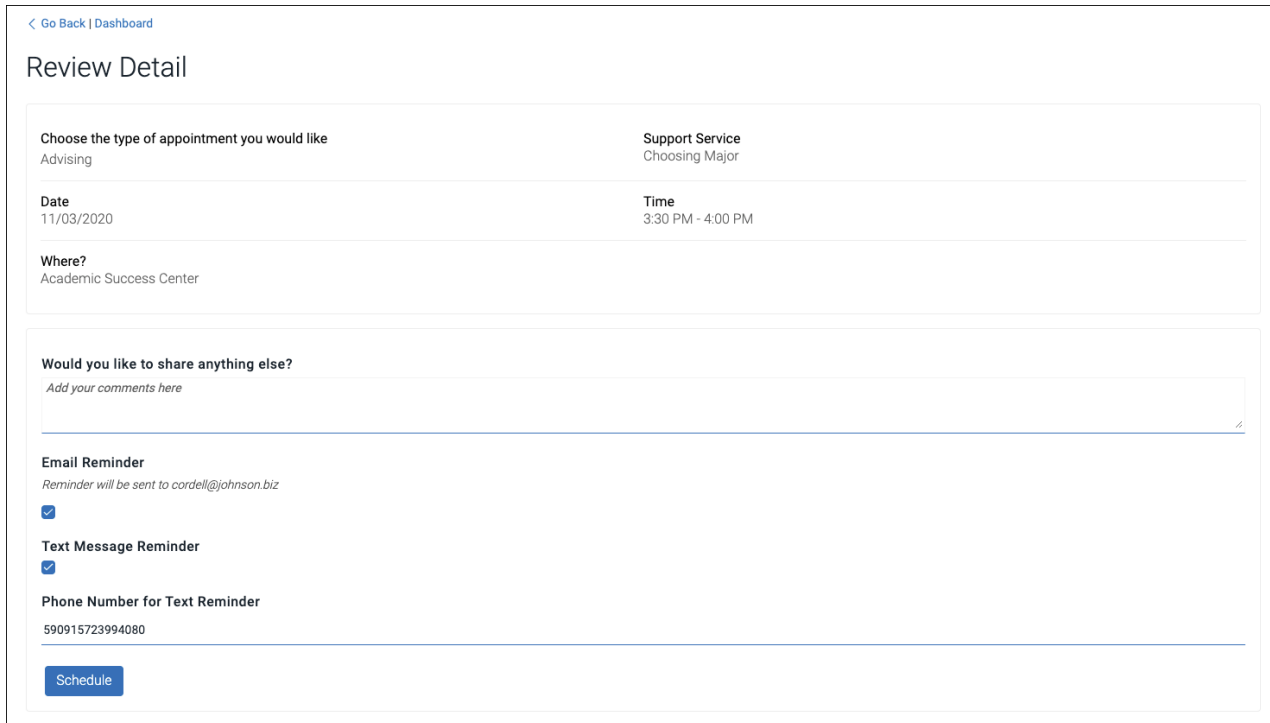
The screenshot shows a "Staff" filter dropdown menu. The selected option is "Alex Alger". A red box highlights the "X" icon next to the name, indicating it can be clicked to remove the filter. Below the staff filter is another dropdown menu labeled "How would you like to meet?" with the selected option "Search by type".

If there are services that require a course, such as math tutoring, you will be prompted with a message and will need to select a course before you are able to view the available time slots:

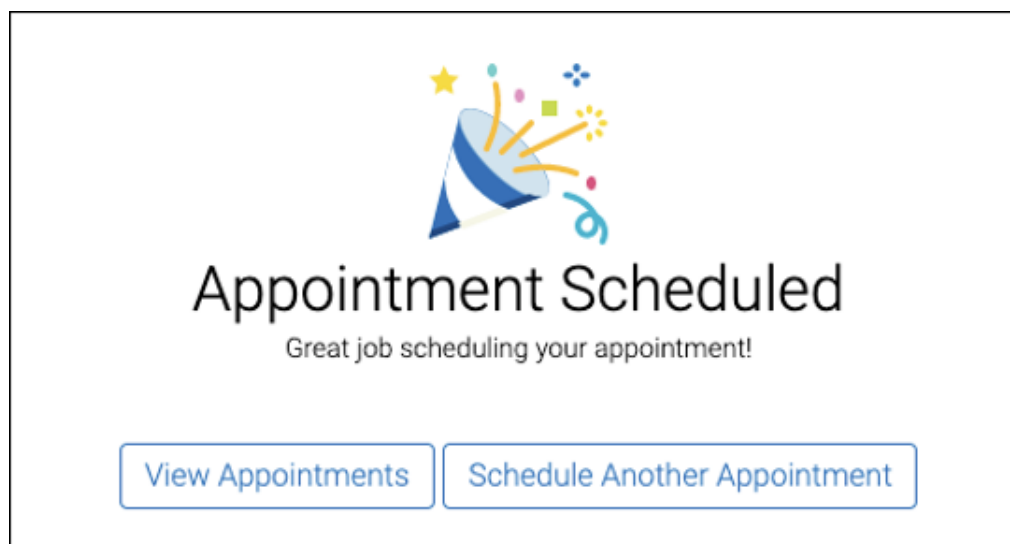


The screenshot shows a page for "Sugar Grove Collins Hall". At the top, there are two tabs: "TUTORING & ACADEMIC SUPPORT" and "MATH". Below the tabs is the location name "Sugar Grove Collins Hall". There are two bullet points: "Click Here to View Campus Map" and "For tutoring - Collins Hall Room 144". Below this is a "View Drop-in Times" link. At the bottom, there is a light blue information box with an 'i' icon and the text: "Please select one of the courses below to see available times at this location. [Fabrication and Weld Design \(WLD-200\)](#)".

6. After selecting an appointment time slot, review the appointment details in the **Review Detail** page.



7. Enter any comments and check the email or text reminders checkboxes if desired. Once all the options are set, click **Schedule**. You should see a success message and the option to **View Appointments** or **Schedule Another Appointment**.



Repeat the process to schedule another appointment.