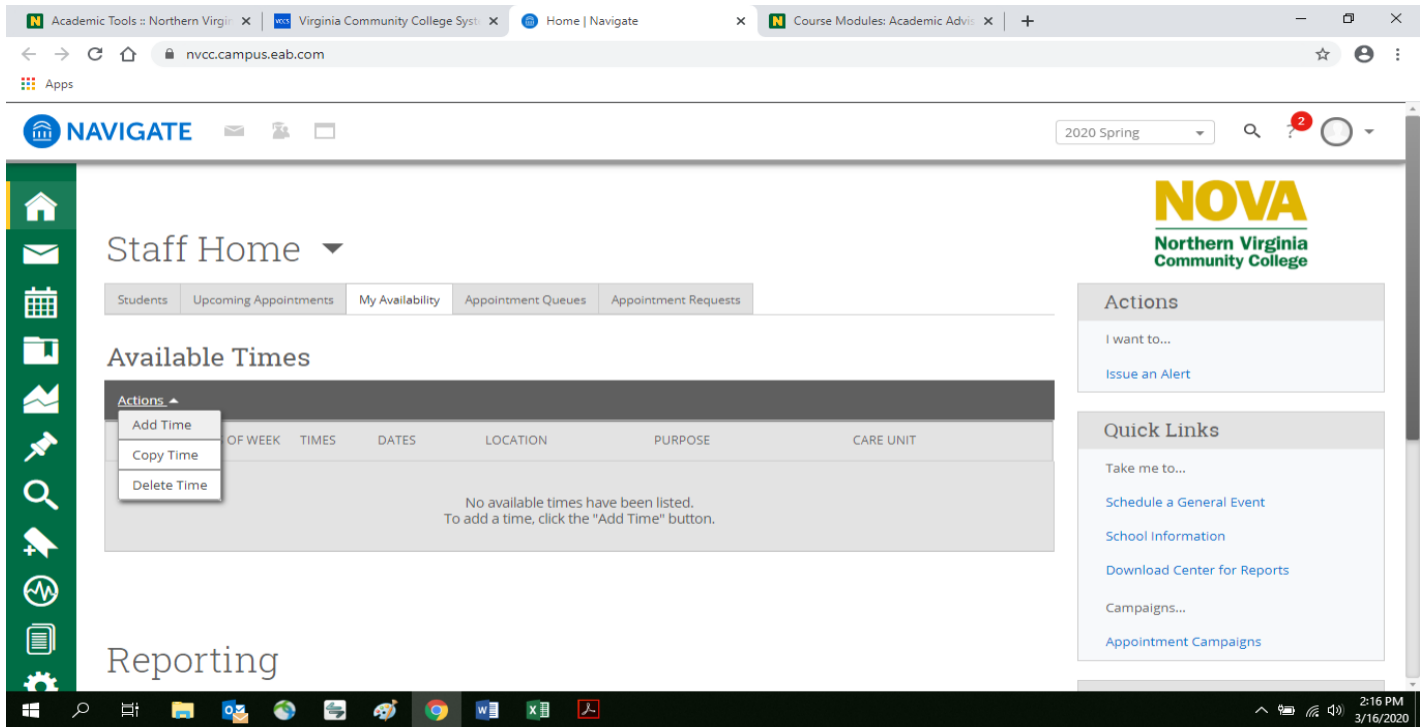
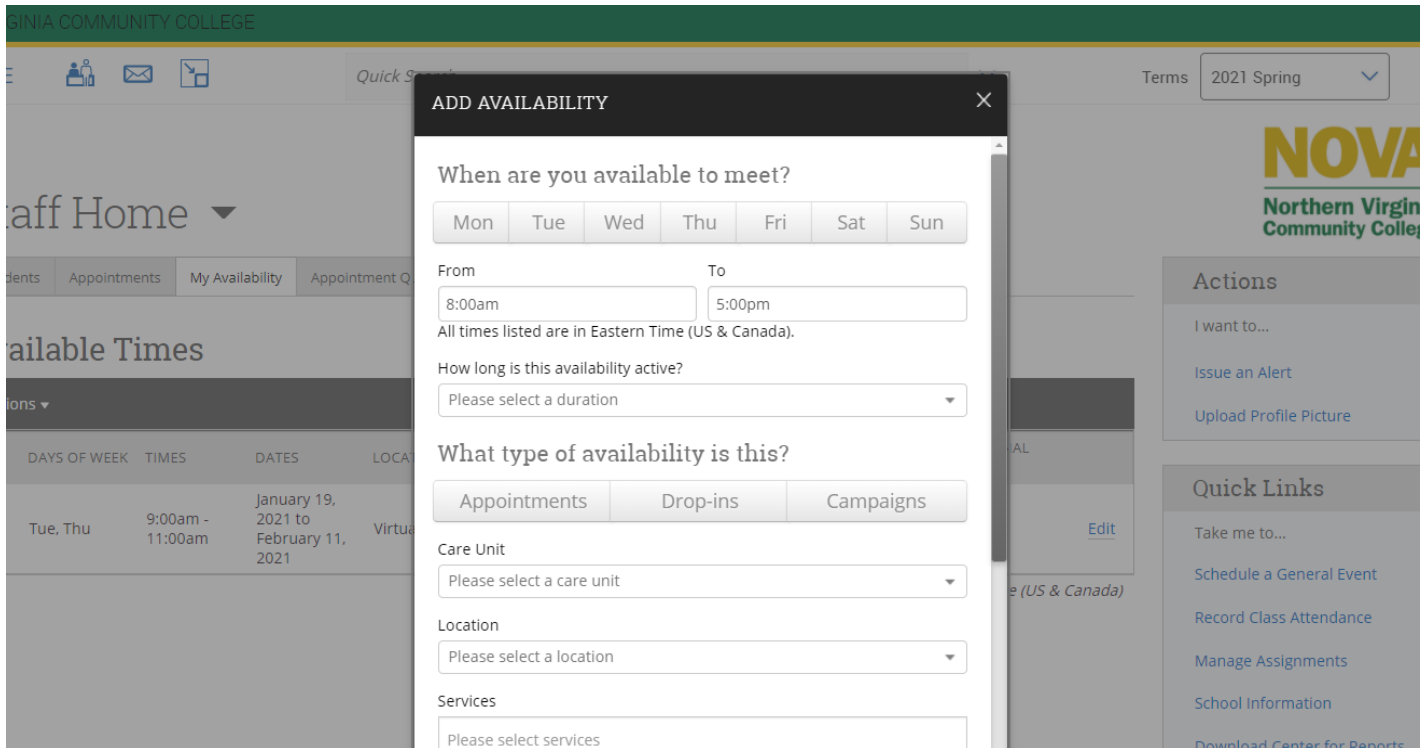


Setting Availability in Navigate

Step 1: On your Navigate Staff home page, Click on the "My Availability" tab and open the actions drop down to select "Add Time" under Available Times as shown below.



Step 2: Select the days and times when you are available to meet with students.

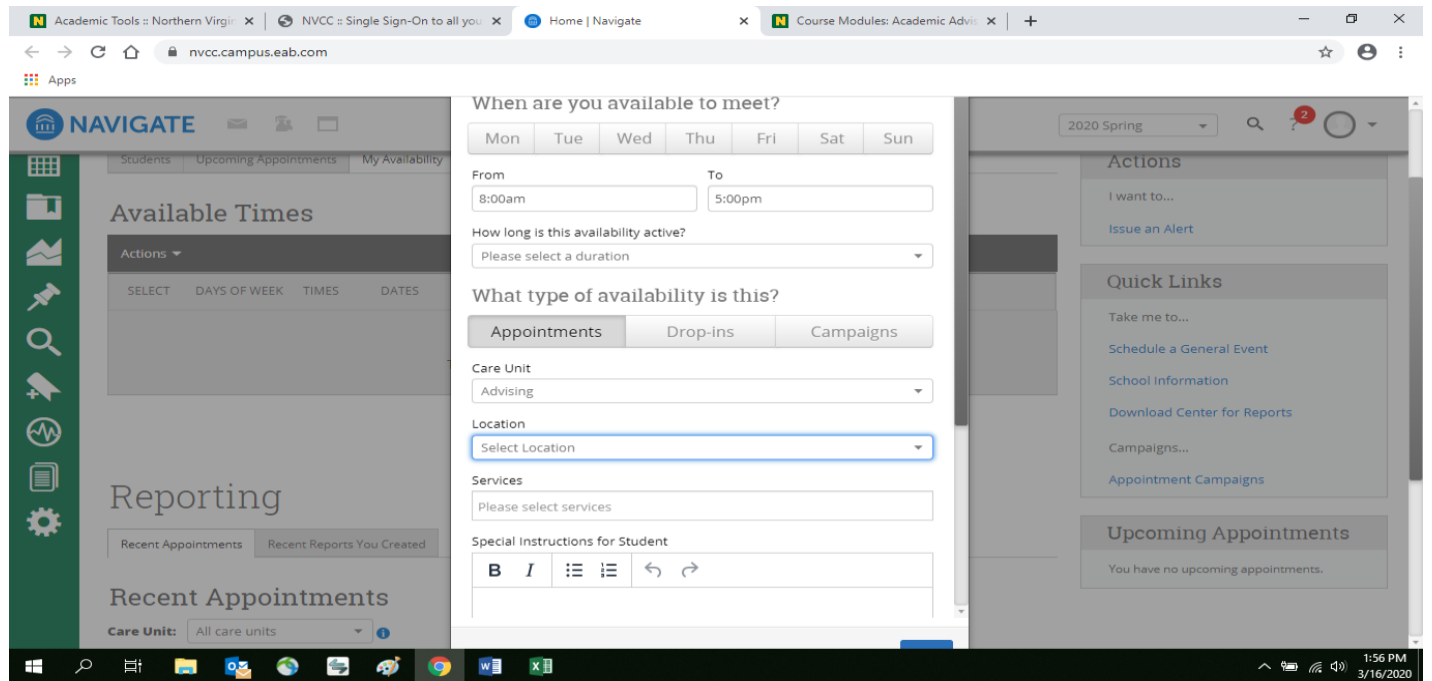


Step 3: Select whether you will meet with students via appointments.

Step 4: Choose the location where you will be available. **Please note that you will need to setup a separate availability for virtual appointments. You can select "Virtual Appointment" under the location tab to do so.**

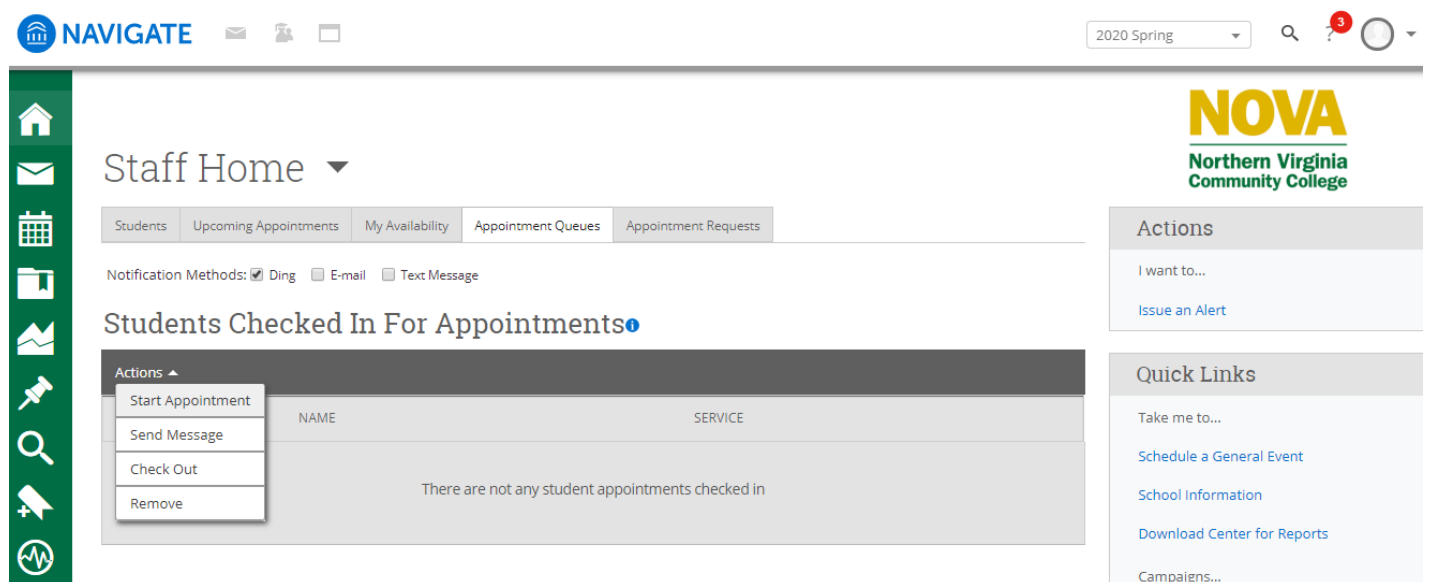
Step 5: Lastly, select which student services you can provide to students during this availability. Note: **Please be very specific in your service selection. The services that say Advising or Counseling are specific for the professional advisors and counselors. Do not pick these services or you will have man random students requesting appointments.** You will need to select each service manually for your availability so a student can make an appointment for the appropriate service.

Step 6: Click the Save button.



Managing Appointment Queues

Once students have checked in for appointments, click on the Appointment Queues tab and click "start appointment" under Students checked in for appointments as shown below. You can also send a message to students, check out students, and remove a student from a queue (not recommended as data record is deleted in Navigate).



Advisor Reports

At the bottom of the Advising Home page is an area called Reporting. This is where you will find a listing of all your previous advising appointments, the advising reports you have filed or have yet to be filed.

Reporting

Recent Appointments

Recent Reports You Created

Recent Appointments

Care Unit: All care units

Actions								Show Cancelled
	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1	01/08/2020 11:37a - 03:39p	Walk-in Tutoring	ENG-111 College Composition I	Mohmand, Maria	82321 min	Not Yet.	Not Available



Recent Advisor Appointments Tab

This tab displays all the previous advising appointments you have had as an advisor. You have several options available to you through the Actions Menu.

Recent Reports Created Tab

This tab lists of all the advising reports you have created for the term and is sorted by the most recent report first. From here you can click the Details link to view and edit your own notes.