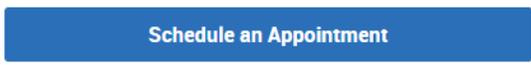
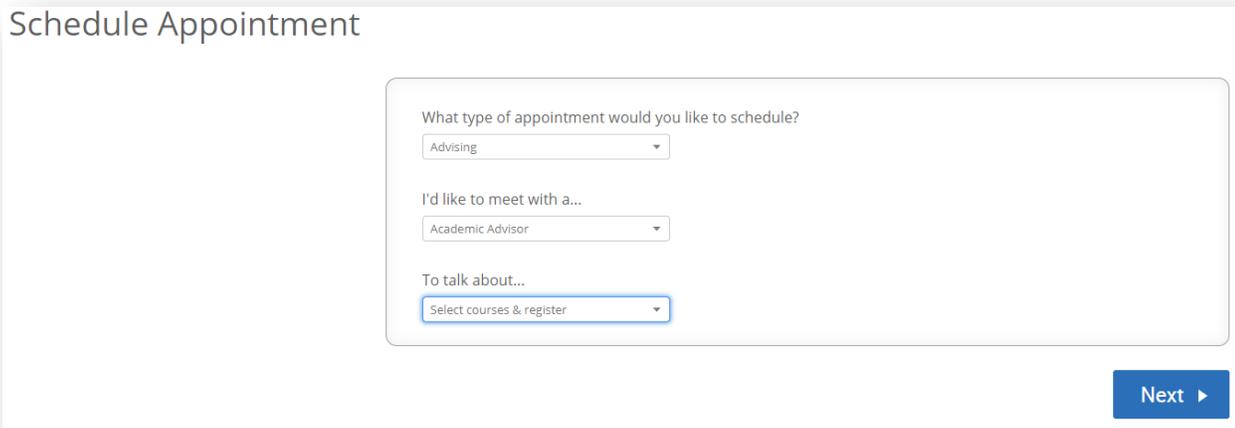


Student View – Scheduling a Navigate Appointment Online

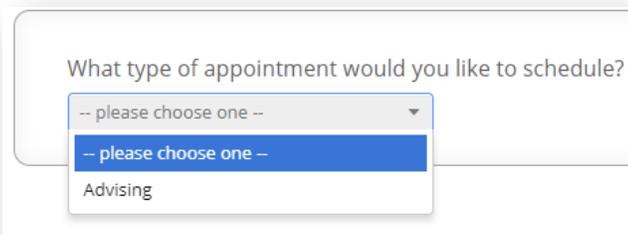
We can place a button like the one below on your website for students to find and click.



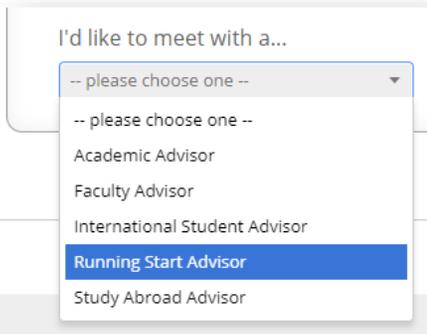
PAGE ONE: This is an overview of what the student sees when they click the above button. This is the first page the student sees. The dropdowns show up one at a time as the student clicks through them.



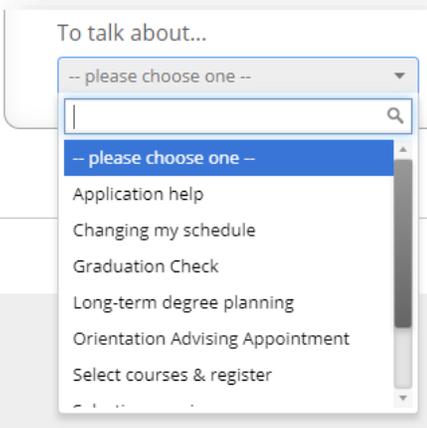
Let's look deeper at the first dropdown on page one. This is configurable based on your needs. This dropdown corresponds with the "Care Unit". In addition to *Advising*, we have *Financial* and *Tutoring*. This is where we decide if you want to have the ability to be segregated or not from users in other Care Units.



This is the next dropdown a student sees on page one. This dropdown corresponds with the “Service Category”. This can easily be associated with the role of person the student will be meeting with. “Math Tutor” or “Wellness Coach” are other examples.



The third dropdown on page one corresponds with the “Services” being offered at a location. One thing to think about is how do you want or need to track your data? Do you need to know how many students need help with “Selecting courses and registering” separately from how many need help with a “Graduation Check”, as an example. You can have more than one but under 8 is ideal.



PAGE TWO: After the first 3 dropdowns are selected, the student clicks the blue “Next” button. Below is the next page the student sees.

Schedule Appointment

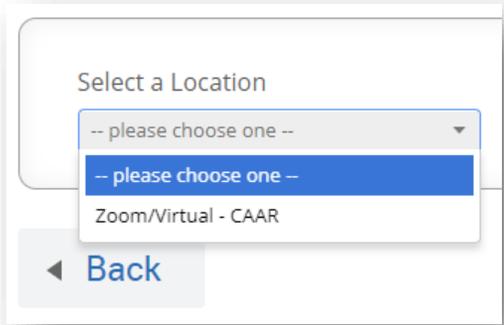
Select a Location
Zoom/Virtual - CAAR

Select Staff
Any Staff
If you don't have a preference, just click Next.

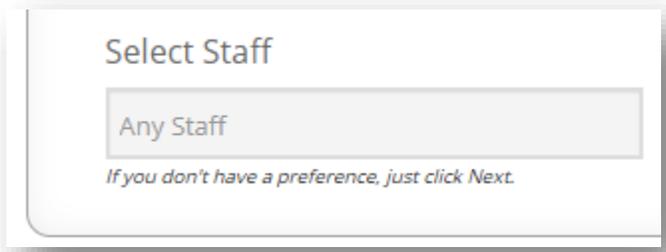
◀ Back

Next ▶

Let's look closer at the first dropdown a student sees on the second page. This is the "Location". Normally this corresponds with a *physical* location such as the Center for Academic Advising (CAAR) in Monroe Hall or the Advising Center in Spokane. But for Spring 2020, this location is virtual. This allows us to combine locations, when possible. For example, we now have one "Zoom/Virtual – CAAR" location for advising students from Spokane and Cheney campuses. Since it is virtual, we do not need to separate them out.



The second dropdown on the second page is where the student can pick from which advisor, tutor, or coach that has open availability. In Advising, we only allow students to meet with their *assigned advisor*. So you will see the list below is empty. If it is OK for a student to schedule and meet any tutor or coach, then the dropdown would have a list of their names.



PAGE THREE: After the 2 dropdowns are selected, the student clicks the blue "Next" button. Below is the next page the student sees. This is where the student sees open times available to them. This information is connected in the background to an Outlook calendar and will only show times when the tutor, coach, or advisor are free per Outlook and the availability in Navigate.

Schedule Appointment

Times From March 25 To March 29

| Wed, Mar 25 | Thu, Mar 26 | Fri, Mar 27 | Sat, Mar 28 | Sun, Mar 29 |
|----------------------------------|--------------------------------|------------------|------------------|------------------|
| Morning N/A | Morning 4 Available | Morning N/A | Morning N/A | Morning N/A |
| Afternoon 2 Available | Afternoon N/A | Afternoon N/A | Afternoon N/A | Afternoon N/A |

* All times listed are in Pacific Time (US & Canada). refreshed at 11:42am PDT.

◀ Back Next ▶

From here, the student will click on one of blue boxes that indicate there are time slots available. This will expand to show the actual times. The student will choose the time preferred such as 10:30am in the picture below and then click the blue "Next" button.

The screenshot shows a mobile interface titled "Times From March 25 To M". It features three columns for dates: "Wed, Mar 25", "Thu, Mar 26", and "Fri, Mar 27". Under "Wed, Mar 25", there are two buttons: "Morning N/A" (grey) and "Afternoon 2 Available" (blue). Under "Thu, Mar 26", there is a "Close" button at the top and a list of times: "9:00am", "10:30am", "11:00am", and "11:30am". The "10:30am" slot is highlighted with a blue dashed border. Under "Fri, Mar 27", there are two buttons: "Morning N/A" (grey) and "Afternoon N/A" (grey). At the bottom left is a "Back" button, and at the bottom right is a "Next" button (partially visible). A note at the bottom left states: "* All times listed are in Pacific".

PAGE FOUR: This is the appointment summary page that the student will see next. They can see all appointment details in one spot, including your Personal Meeting Room Zoom link. They can even leave comments for you to read prior to the appointment.

The screenshot shows an appointment summary page. At the top, a yellow banner reads: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." Below this is the "Appointment Details" section, which includes: "Who: Holly Brand with Ryan Wise", "When: Thursday, March 26 11:00am - 11:30am", "Why: Select courses & register", and "Where: Zoom/Virtual - CAAR". The "Additional Details" section contains instructions for a virtual meeting via Zoom, a link to download the app, and a Zoom link: "https://ewu.zoom.us/j/5093594294". It also says "Looking forward to connecting with you!" and "Ryan Wise (rwise@ewu.edu)". At the bottom, there is a form with a question: "Is there anything specific you would like to discuss with Ryan?". To the right of this question are two checked checkboxes: "Send Me an Email" and "Send Me a Text". Below these is a text input field for a mobile number, containing "9074011171". At the bottom left is a "Back" button, and at the bottom right is a blue "Confirm Appointment" button.