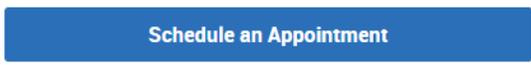**Student View – Scheduling a Navigate Appointment Online**
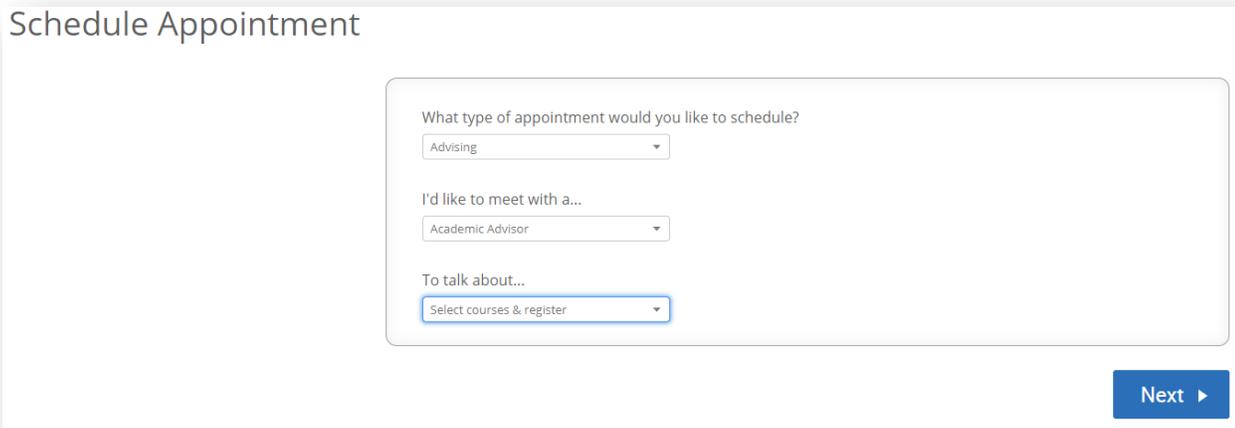
We can place a button like the one below on your website for students to find and click.


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.
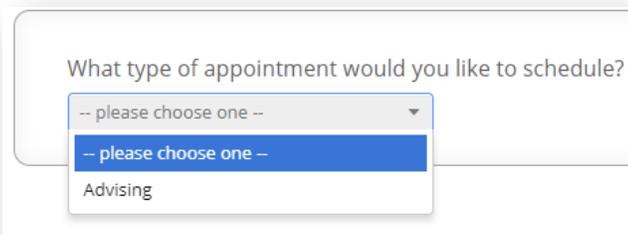
This is the next dropdown a student sees on page one. This dropdown corresponds with the "Service Category". This can easily be associated with the role of person the student will be meeting with. "Math Tutor" or "Wellness Coach" are other examples.
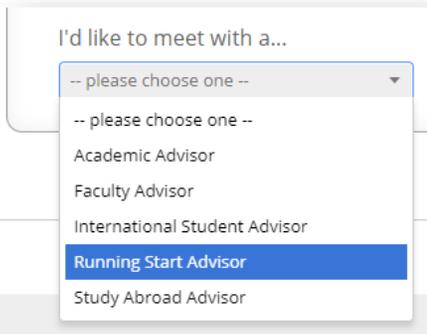
The third dropdown on page one corresponds with the "Services" being offered at a location. One thing to think about is how do you want or need to track your data? Do you need to know how many students need help with "Selecting courses and registering" separately from how many need help with a "Graduation Check", as an example. You can have more than one but under 8 is ideal.
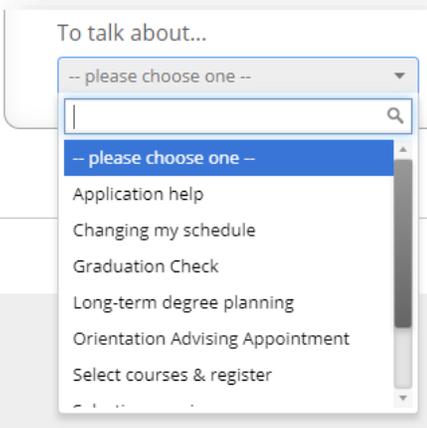
PAGE TWO: After the first 3 dropdowns are selected, the student clicks the blue "Next" button. Below is the next page the student sees.

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.
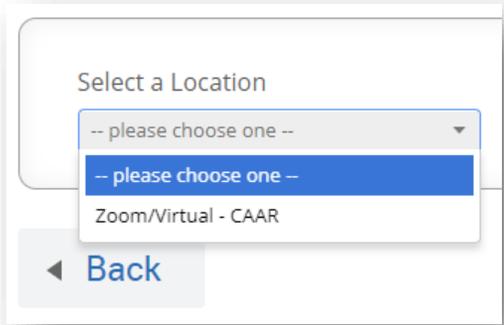
The second dropdown on the second page is where the student can pick from which advisor, tutor, or coach that has open availability. In Advising, we only allow students to meet with their *assigned advisor*. So you will see the list below is empty. If it is OK for a student to schdule and meet any tutor or coach, then the dropdown would have a list of their names.
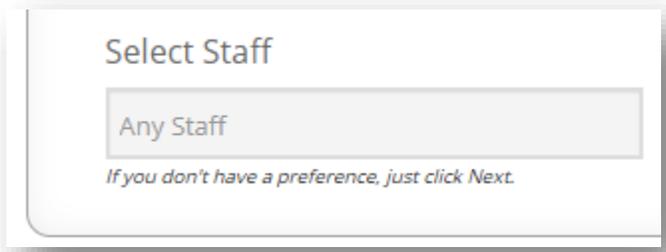
PAGE THREE: After the 2 dropdowns are selected, the student clicks the blue "Next" button. Below is the next page the student sees. This is where the student sees open times available to them. This information is connected in the background to an Outlook calendar and will only show times when the tutor, coach, or advisor are free per Outlook and the availability in Navigate.

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

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.