

New Location in Navigate

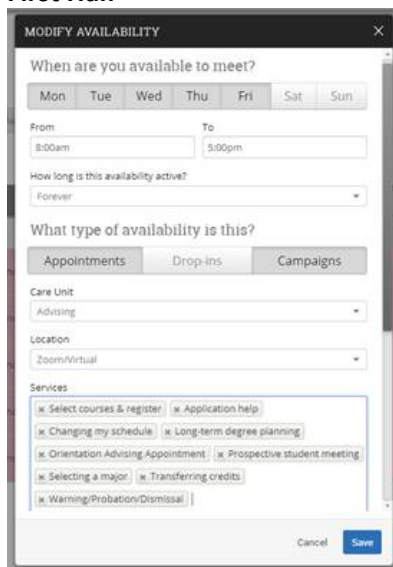
There is a location of “Zoom/Virtual” in Navigate. While this is in response to COVID-19, it will endure beyond this. As a strategy to help keep student engaged, it is preferred to use Zoom and Virtual appointments in lieu of the telephone whenever possible. As you know, relationship is key, and this will help bridge that gap of connection that usually comes from an in-person appointment.

Set Navigate Availability for Zoom

Be sure to add an availability in Navigate for the location of “Zoom/Virtual.” This is done in the same manner as creating your availability for in office appointments, Running Start or SGL, just with a different location. There is one additional item... please add a note to the student in the “Special Instructions for Student” box. Here is an example:

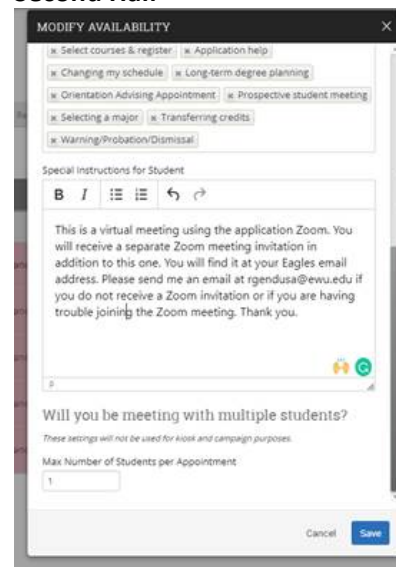
This is a virtual meeting using the application Zoom. You will receive a separate Zoom meeting invitation in addition to this one. You will find it at your Eagles email address. Please contact me at yourEWUemail@ewu.edu if you do not receive a Zoom invitation or if you are having trouble joining the Zoom meeting. Thank you!

First Half



The screenshot shows the 'MODIFY AVAILABILITY' form. The 'When are you available to meet?' section has a calendar view with days Mon through Sun. The 'From' field is set to 8:00am and the 'To' field is set to 5:00pm. The 'How long is this availability active?' dropdown is set to 'Forever'. The 'What type of availability is this?' section has 'Appointments' selected. The 'Care Unit' is 'Advising'. The 'Location' is 'Zoom/Virtual'. The 'Services' section has several checkboxes, all of which are checked: 'Select courses & register', 'Application help', 'Changing my schedule', 'Long-term degree planning', 'Orientation Advising Appointment', 'Prospective student meeting', 'Selecting a major', 'Transferring credits', and 'Warning/Probation/Dismissal'. The 'Cancel' and 'Save' buttons are at the bottom.

Second Half



The screenshot shows the 'MODIFY AVAILABILITY' form. The 'Special Instructions for Student' section is highlighted, containing the text: 'This is a virtual meeting using the application Zoom. You will receive a separate Zoom meeting invitation in addition to this one. You will find it at your Eagles email address. Please send me an email at rgendus@ewu.edu if you do not receive a Zoom invitation or if you are having trouble joining the Zoom meeting. Thank you.' The 'Will you be meeting with multiple students?' section is also visible, with a 'Max Number of Students per Appointment' field set to '1'. The 'Cancel' and 'Save' buttons are at the bottom.

Same Day Appointments

- Depending on the location chosen students may be allowed to make same day appointments. For clarification on your chosen location please contact us at navigate@ewu.edu.

Time Zones

- While this will not happen that often, we'll need to be aware that students may be in a different time zone than EWU at this point.
- EAB recently added a reminder of this in student scheduling highlighting the local time zone used and current time. They are exploring other similar reminders elsewhere in the application.