

There are two ways you can use the scheduling function in Navigate. The first is just called appointments. This works by having you sync your calendar, and then adding available times for the entire semester. This option will not be the best choice for all instructors, as they do not schedule appointments during the course of the entire semester. Further, students will need to know to use the 'workflow' to find you for an appointment. This means you would need to educate them to follow the path below to find your calendar.

Advising->Academic Planning/Concern->My Faculty's Office->Your name

With regular appointments you can't just send them your personal calendar, they will need to login to the system or have the app (launching this summer) to schedule an appointment.

With all that said, I will share that the Academic Advising Center and other on campus offices successfully used the system to schedule over 4,000 appointments during the Fall 2019 semester. So...students do figure it out.

The other option is for you to launch a campaign. I think this will be the better fit for most advisors who generally meet with their advisees before the registration period. The next step walks you through the steps to complete this, but basically you pick the dates and times you'd like to be available. Then you launch the campaign and students get an email with a link to your individual calendar. We have seen pilot advisors have great success with using this, including rates of over 50% of advisees scheduling the day they get the email and over 90% scheduling in general. Another nice feature is the ability to send a reminder email to advisees who haven't yet scheduled.

Step 4a walks you through how to set up appointments if you'd like to go that route. Step 4b walks you through how to set up campaigns. Please note that you can choose to use neither option, or both, if it works for you.



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You have no upcoming appointments.

Your Success Team