How does a student access and schedule a tutoring appointment in Navigate?

1. Log into the Rock portal and select the “Navigate Appointments” icon available on the Dashboard.

2. Once you have accessed Navigate, click on the “Appointments” menu item at the left of your screen.

3. You should now be able to click the “Meet With A Staff Member” button.

4. Next, you will be prompted through a series of options for scheduling a tutoring appointment. First, select the “Tutoring and Academic Support” department, your desired service and the date you wish to schedule for. Options for each prompt will be listed as a drop-down menu, please select from those available.

5. After you have completed your selections you will now be able to select from the dates and times available from your previous selections.

6. Once you have selected a date and time, you will be able to “Review Appointment Details”
7. Next, select your preferred meeting type from the drop-down options (when available) and add any additional information you wish to share regarding your appointment in the “Would you like to share anything else?” section, such as “I need assistance with a history paper”.

8. If all of the information is correct, click the “Schedule” button to complete the appointment.

9. You have now completed and scheduled your appointment and can now view your scheduled appointment (including details) from your “My Appointments” tab.