Student Facing Platform

The student homepage is where students arrive when opening Navigator. Navigator allows students to schedule appointments with staff members who are using the Navigator Staff platform. Also, students can view their current term classes, shared notes or summary reports, and so students can see their term calendar. However, the primary use for the student homepage is to give students the ability to schedule appointments with advisors and tutors.

GETTING STARTED

The student homepage is composed of distinct tabs (Class Information, Reports, Calendar, and Send a Message) in addition to overview boxes (Get Assistance, School Information, Upcoming Appointments, and Your Success Team) containing helpful actions and information.

• A: Get Assistance (i.e., Scheduling)
• B: School Information
• C: Upcoming Appointments
• D: Class Information
• E: Reports
• F: Calendar
• G: Send a Message
• H: Conversations
A: Get Assistance (i.e., Scheduling Appointments)

Step 1

The GET ASSISTANCE button opens the workflow for student-initiated appointment scheduling. From this screen, students can choose a LOCATION, SERVICE, and a time for their support appointment. A student will follow the prompts in the workflow to schedule and confirm their appointment.

Step 2

After selecting GET ASSISTANCE, students will click through and make the following choices:

1. Select a CARE UNIT (Advising or Tutoring)
2. Select a SERVICE
3. Select a LOCATION
A: Get Assistance (i.e., Scheduling Appointments)

Step 3

Students will be presented with the availabilities for the **SERVICE LOCATION** and the **SERVICE** that they had selected. The student will be able to select a date and time from a list of availability by selecting the blue box in the "Morning" or "Afternoon". From this screen, students will also have the option to view (A) drop-in times.

Step 4

After making all their selections, the student will see a confirmation page with the details of their appointment. They have the option to use the **COMMENTS** box to leave a note for the staff member about what they are hoping to discuss in the appointment. The student will also have two options for receiving a reminder about the appointment; they can opt-in or out of receiving an email and/or text message about the appointment.

Lastly, the student clicks **CONFIRM APPOINTMENT**.

**NOTE:** The student may input a mobile number on this screen. This option will send a text reminder to the student. This phone number is NOT saved in the system and it does not update PeopleSoft.
**A: Get Assistance (i.e., Scheduling Appointments)**

**Scheduling Campaign Appointments**

Students can also respond to **APPOINTMENT CAMPAIGN** requests through the link in their email, through Navigator Student, or through this Student Home (a yellow banner will appear at the top of their home, prompting them to respond to the campaign request).

In this case, they will follow the same workflow detailed above except that the **SERVICE** and **LOCATION** will already be selected from the campaign settings. The student will select the staff member (if there are multiple in the campaign) and the time they want to meet.

The appointment the student scheduled will now appear in their list of upcoming appointments and on their calendar.

**NOTE:** the **CARE UNITS**, **SERVICES**, and **LOCATIONS** that displayed are all dependent on the configuration of the Navigator Staff platform and staff members having active availability for the selected services.

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**B: School Information**

The **SCHOOL INFORMATION** link will connect students to important information about the institution, academic programs, and campus resources.
**C: Upcoming Appointments - Info & Canceling**

**Upcoming Appointments**

The **UPCOMING APPOINTMENTS** box shows quick details of the student's next five scheduled appointments. Appointments are listed in chronological order.

For more detailed information, clicking on the title of the appointment link itself will take the student directly to the appointment details.

![Upcoming Appointments](image)

**Canceling Appointments**

From here, the student can cancel the appointment by selecting a cancellation reason and leaving any relevant comments. Select **MARK AS CANCELLED**.

![Cancel Attendance](image)
Once the student has canceled an appointment, a confirmation screen will appear. The confirmation screen will give the organizer the option to reschedule the canceled appointment for a later time.

**C: Upcoming Appointments - Info & Canceling**

**Canceling Appointments - Alternative Method**

**STEP 1:** On the student home page, select **CALENDAR**.
C: Upcoming Appointments - Info & Canceling

Canceling Appointments - Alternative Method

**STEP 2:** The student's calendar will open. The student will need to find the appropriate appointment to cancel. Once found, the student will need to click the appointment.

**STEP 3:** The student will click on cancel appointment. The student will be prompted to select the reason for the cancellation.
D: Class Information

Class Information

Within the main **CLASS INFORMATION** tab, the **CLASSES THIS TERM** section displays all currently enrolled courses for the student, including the class name, professor, days/times, midterm grade, and final grade (as reported through your student information system). By selecting one or more of the classes, the Actions drop down menu allows the student to contact their Professor through an email message in the platform.

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<table>
<thead>
<tr>
<th>Actions</th>
<th>PROFESSOR</th>
<th>DAYS/TIMES</th>
<th>MID</th>
<th>FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patrick Duffy</td>
<td>M 2:00p-3:00p</td>
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<td></td>
<td>Shelagh Molchan</td>
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<td></td>
<td>Kali Lang</td>
<td>MWF 9:00a-10:00a</td>
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<td>LaToya White</td>
<td>MWF 9:00a-10:00a</td>
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<td>Kathryn Pham</td>
<td>MWF 9:00a-10:00a</td>
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<td></td>
<td>Daria Aleksandrova (Academic Coun)</td>
<td>MTWRF 10:00a-12:00p</td>
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E: Reports Tab

The **REPORTS** tab provides the student with a view of the **APPOINTMENT SUMMARY REPORTS** created by advisors.

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<table>
<thead>
<tr>
<th>DATE</th>
<th>REPORT FILED ON</th>
<th>COURSE</th>
<th>FOLLOW-UP</th>
<th>SUMMARY</th>
<th>DETAILS</th>
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</thead>
<tbody>
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</table>

This student has not received any appointment reports for the current term.
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F: Calendar

The **CALENDAR** tab provides the student with a view of their calendar, including all appointments within Navigator, all currently registered courses, all assignments, and any busy times (only if the student chooses to sync a personal calendar to the platform).

**Tips -**

From this calendar view, the student can print or save their calendar to a PDF by selecting 'Calendar (PDF)' for a calendar grid version, or 'List' for a list version. Both options are to the right of the printer icon. The student can also click into the appointment to view more details as well as cancel the appointment.

G: Send Message

The **SEND A MESSAGE** tab provides the student with the option to message staff members supporting the student, in addition to the faculty members teaching their courses.

H: My Conversations

The **CONVERSATIONS** page, accessible by selecting the mail icon on the left navigation bar, allows the student to view all messages sent to and from them through the platform. The student’s **CONVERSATIONS** page functions very similarly to the staff **CONVERSATIONS** page and the **CONVERSATIONS** tab included on the student's profile page.