Scheduling Appointments with Students

Appointment scheduling in Navigate may be initiated by either a student or a faculty member.

Students can use the Navigate Student Appointments feature to schedule advising, tutoring and other appointments on campus. An Appointment Campaign is an important feature that allows staff members to reach out to specific populations of students to encourage them to schedule appointments.

Launching an Appointment Campaign
To begin, click Appointment Campaigns in the Actions or Quick Links menu on your Staff Home Page.

Define the Campaign
In this step, you will set the criteria for your Appointment Campaign. The fields that must be filled out are listed and defined below.

> **Campaign Name:** Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns, but not visible to the student.
> **Care Unit:** Select the Care Unit the Appointment Campaign will be associated with
> **Location:** Select the location of where the appointment(s) will be held.
> **Service:** Select the Student Service that will be associated with the campaign
> **Course or Reason:** Add the reason or associated course for the campaign here. This will only appear if the Service is tied to a course
> **Begin and End Date:** These are the dates that you want students to start and stop making appointments for the campaign.
> **Appointment Limit:** This will determine how many appointments you wish for the student to schedule during the campaign.
> **Appointment Length:** This is where you define exactly how long the appointment will be. Durations begin at a 5 minute length and will be determined by your configuration.
> **Slots per Time:** Appointments can be individual or group. By adding more than one "slot per time", you can have a group appointment.

Add Students to Campaign
After entering the details on the Define Campaign page, click **Continue**.
Your next step is adding students. If you created this campaign directly from a Watch List or Saved Search, you will be asked to review your students. If not, the Advanced Search screen will open.

Add Staff to Campaign
You will need to select yourself as staff for the campaign.   Add yourself to the campaign and click **Continue**.

Compose Your Message
Your next step is to compose the message that you will send to students. This invitation to schedule an appointment through the campaign will appear in a preview below the message and include information about how to use merge tags. DO NOT REMOVE THE SCHEDULE LINK FROM THE EMAIL BODY.

Fields used in the message composition are:
Email Subject: The topic will be the subject of the email going to the student.
Instructions or Notes: This will be specific to the landing page students will be taken to when they click on the link in their email to choose the date and time of their appointment.

After you have finished composing your message, it's time to send out your campaign!
Confirm and Send

Review your campaign details, invitees, and advisors on this page.
Click **Send** when you are ready to email the invites to the selected students.

*Optional data sets subject to member availability and formatting.