CUNY - NEW YORK CITY COLLEGE OF TECHNOLOGY

NAVIGATE

Navigate Training Guide #3: Staff Home Page

Topics Covered:

- Students
- Appointments
- My Availability
- Appointment Queue
- Appointment Requests

1. Students

On this tab you can see a list of your assigned students (or view student lists you have created). From here you can perform a variety of functions for students through the action menu. If you do not have any assigned students, you can use the List Type menu to select a Student List you have created.
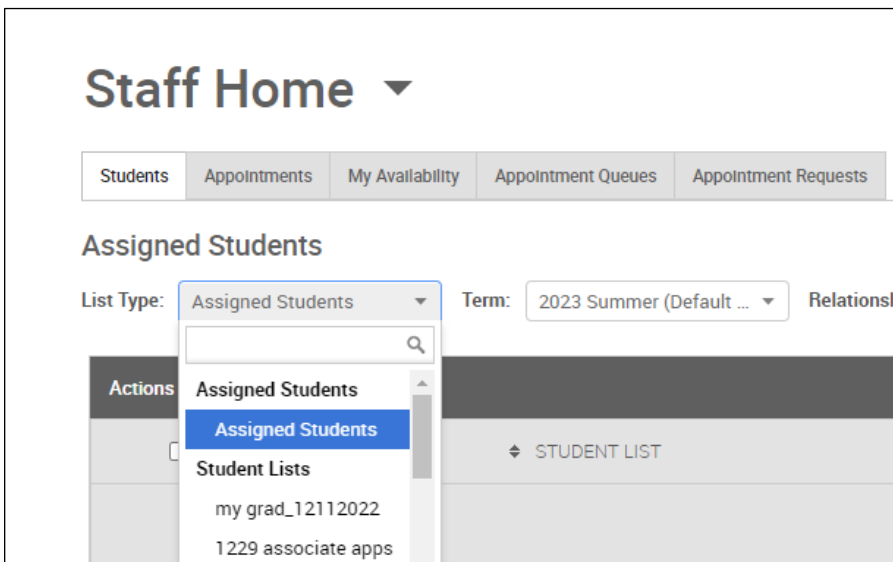
2. Appointments

The Appointments tab allows you to view details about both your upcoming and prior appointments.

Staff Home ▾

Upcoming Appointments

Care Unit: All Care Units ▾ ⓘ

Actions ▾   ☐ Show Cancelled

		DATE/TIME	ATTENDEE	SERVICE	COMMENT	MEETING TYPE	REPORT FILED?	DETAILS
☐	1/1	07/13/2023 9:15am - 9:45am ET	▇▇▇	Advisement/Course Selection		Telephone	Not Yet.	Details

Reporting

Recent Appointments | Recent Reports You Created

Recent Appointments

Care Unit: All Care Units ▾

Actions ▾   ☐ Show Cancelled

		DATE	▲ SERVICE	COURSE	COMMENT	ATTENDEE ⬍	TIME	REPORT FILED⬍	DETAILS
☐	1/1	04/12/2023 1:45pm - 2:15pm ET	Advisement/Course Selection, Communication (Staff Only), Criti...	N/A		▇▇▇	30 min	Report Details	Details

3. My Availability

For employees who will be meeting with students, the My Availability tab is where you can set when you will be available to meet with students, as well as the specific services you will be offering at certain times.

Available Times

Actions ▾

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
☐	Thu	9:00am - 12:00pm	Forever	Student Success Center	Virtual Meeting For: Appointments	Academic Advising	Yes	Virtual Meeting	Edit

All times listed are in Eastern Time (US & Canada)

Setting your Availability:

Click the Actions menu and click Add Time. This will bring up the Add Availability window:

ADD AVAILABILITY ✕

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From
8:00am

To
5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration ▼

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit ▼

Location

Please select a location ▼

Cancel   **Save**

ADD AVAILABILITY ✕

Services

Please select services

URL / Phone Number

Special Instructions for Student

B *I* :≡ ₁≡ ↶ ↷

e.g. room 23, please bring paper

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

1

Cancel   **Save**

- When are you available to meet?
  - Select the days you are available. If all of the other details (times, services etc.) concerning the availability are the same you can select multiple days in the same Add Availability window. If any details are different, then the other day would have to be saved as a separate "Availability"

- Add to your personal availability link?
  - Personal Availability Links (PAL) are a useful tool for scheduling. Each PAL is unique to a staff member in Navigate, and the link does not change over time. When you provide your PAL to a student, they can click the link to be taken directly to a New Appointment page showing your availability.

- What type of availability is this?
  - You must select at least one of these options in order for the availability to be valid. Only select Campaigns if your department uses the Appointment Campaign feature.

- Meeting Types allow you to indicate how this meeting will be occurring (in-person, virtual).

- Care Unit refers to the larger Navigate division your department is part of.

- Location refers to your department, not to the location of the specific meeting. The Location will remain the same whether you are in the office or working remotely.

- Services refers to the topics that students can select for discussion at the meeting. These services are set by your department.