

## Using Navigate for Appointments with Students.

There are a lot of great features that are a part of the EAB Navigate platform. One of the best-known features of Navigate is the ability for students to book appointments using the EAB Navigate mobile app or desktop platform.

At Memorial University, we offer students the ability to book an appointment with a variety of different departments such as Academic Advising, Career Advising, Help Centers, Tutors, and now Instructors / Professors from the ease and comfort of their phone or other devices.

Note: It is not mandatory for instructors to use Navigate for student appointments. Students **CANNOT** book an appointment with an instructor using Navigate unless the instructor sets up availability first.

All information contained within Navigate is secure and private. Any appointments that are booked with instructors/professors are only visible to that instructor and that instructor only.

When meeting with a student, instructors/professors can record a summary of what was discussed with the student and send a summary report to the student if they so choose.

Navigate will allow instructors/professors to set up appointments to meet with students in a variety of ways.

- By Phone
- Online meeting space (add a link to your Webex Personal Meeting Room) Need Webex? [Request it here.](#)
- In-Person

EAB Navigate can be synchronized with your Outlook calendar.

## How to Sync a Calendar

Please note this is only available to work with your Memorial Exchange account.

Note: When you sync your @mun.ca calendar with Navigate it will **NOT pull in personal information**. Navigate will only know when you are busy and not what you are busy with. Students will not see any details of your calendar.

Step by step instructions can be found at the following link.

[Syncing Navigate with Outlook Calendar.](#)

## How to Set up Availability

Memorial's Navigate Support team has a list of resources available that can assist you with getting started and set up your availability for the first time. Step by step instructions can be found at the following link.

[How to set up availability for student appointments](#)

Things to keep in mind when instructors/professors are setting up availability:

- Care Unit will be: **Meet with Instructor/Professor**
- Service will be: **Meet with Instructor/Professor**
- Location: This will depend on what type of appointment you are having. If you are having a meeting by phone or online, you can set your location to "**Virtual**." If you have an in-person meeting, you can select your office location.

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

How long is this availability active?  
2019-2020 Winter

What type of availability is this?

Appointments Drop-ins Campaigns

Care Unit  
Meet With Instructor / Professor

Location  
Virtual

Services  
Meet With Instructor / Professor

Courses  
Please select courses

Cancel Save

## Request a Webex Account

Memorial University faculty and staff can now access a virtual meeting platform called Webex. This is a safe and secure meeting platform that provides users with the ability to schedule and host virtual meetings using a Personal Meeting Room. To request a Webex account please complete this [form](#). To learn more about Webex please visit the [ITS Webex information page](#). For additional support with Webex please contact ITS Service Desk at 864-4595 or by e-mail at [help@mun.ca](mailto:help@mun.ca).

## How to Manage Appointments

When you are set up, and you are ready to have students book appointments, you will need to know how to manage your appointments. For step by step instructions please see [How to Manage Appointments](#).

## Reporting on an Appointment

After meeting with a student, you may want to complete a summary report on the appointment. To do so, you can follow the instructions that are found at the below link. The linked document was created for advisors; however, it is the same process for everyone.

[Create an Appointment Summary.](#)

If at any time you need assistance, you can find additional resources on the Navigate [Training / How to Resources](#) page.

## Need Help or Need a one on one consultation ?

Or you can contact the Navigate Administrator by email at [navigateadmin@mun.ca](mailto:navigateadmin@mun.ca) or by phone 864-8128. Support hours are from 8:30 to 4:30 Monday to Friday. Except for Memorial University administrative holidays.