Appointments

Advisors/Instructors Scheduling & Managing Appointments Nanook Navigator (EAB Navigate)

Who can schedule appointments?

Staff, Instructors, and students

Where are appointments scheduled in Nanook Navigator?

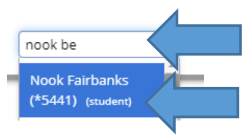
Appointments can be scheduled through the Staff Home role, appointment center (page 3), the student profile, from an appointment link, or appointment campaign.

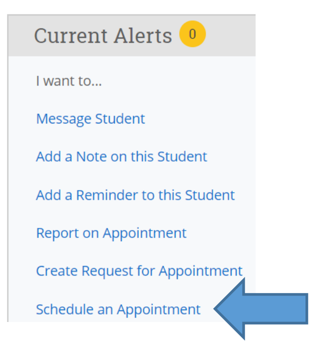
Video demonstration

Creating Appointments through the Student Profile

1. Go to your "Staff Home" role

2. Set up your campaign availability and sync your calendar (video).
3. Open a student profile. You can search the student by name, student ID number, or preferred email address. Then click on their name.

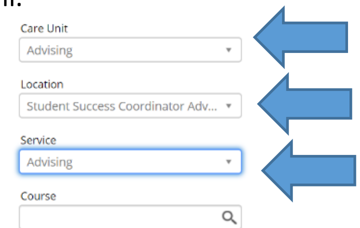




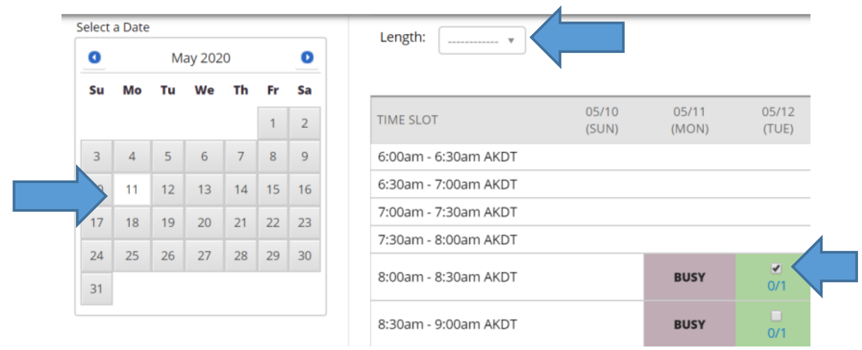
4. Click on Schedule an Appointment.

Creating Appointments Student Profile, continued

5. Appointment screen opens.
6. Select the Care Unit, Location, and Service from the side filters. If the service requires a course or your appointment is course-related, select the Course as well.



7. Select the organizer for the appointment. This will most likely be you, unless you schedule for others.
8. Select a Date calendar in the filters section. If you do not choose an appointment length, it will default to 30 minutes.
9. Click on the check box of the available appointment.



10. Select what automatic reminders need to be sent to who: organizer of the appointment, the non-organizers (the attendees and any student support staff who is informed when the student has an appointment--i.e. advisors).
11. Save Appointment.
12. Create an appointment summary report based on the appointment.

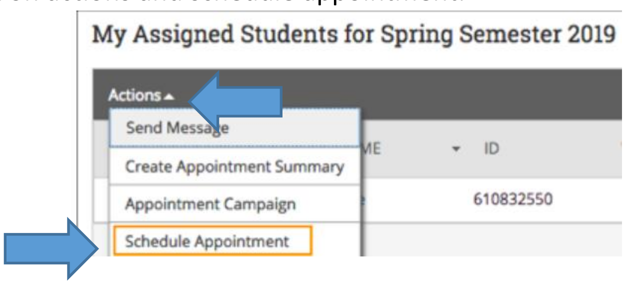
Need assistance? *See more resources at* https://uaf.edu/gs/nanooknavigator/ *or contact* jrskipper@alaska.edu.

NANOOK NAVIGATOR

Appointments

Creating Appointments through Assigned Students

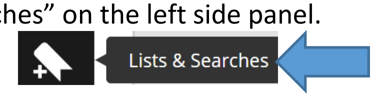
1. Go to your "Staff Home" role
2. Set up your campaign availability and sync your calendar [(handout)]. **Embedded calendar links for Appointment slots will need to be removed. Contact Jessica Skipper, she can provide a work around for this.*
3. Check the box of the assigned student. *If you choose multiple students they will be assigned the same appointment.
4. Click on actions and schedule appointment.



5. Complete steps 5-12 from page 1.

Creating Appointments through Watch List

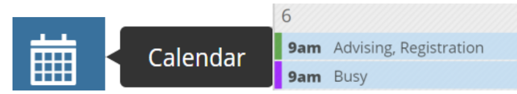
1. Go to your "Staff Home" role
2. Set up your campaign availability and sync your calendar (handout). **If you use an embedded Gmail calendar link for Appointment slots you will need to turn these off. Contact Jessica Skipper, she can provide a work around for this.*
3. Go to "Lists and Searches" on the left side panel.



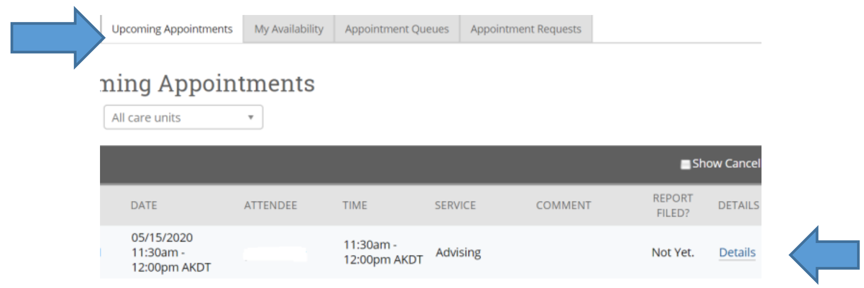
4. Click on the watch list with your students. If you do not have any watch lists, see the student list handout.
5. Check the box of the student. *If you choose multiple students they will be assigned the same appointment.
6. Click actions and schedule appointment.
7. Complete steps 5-12 from page 1.

Manage Scheduled Appointments

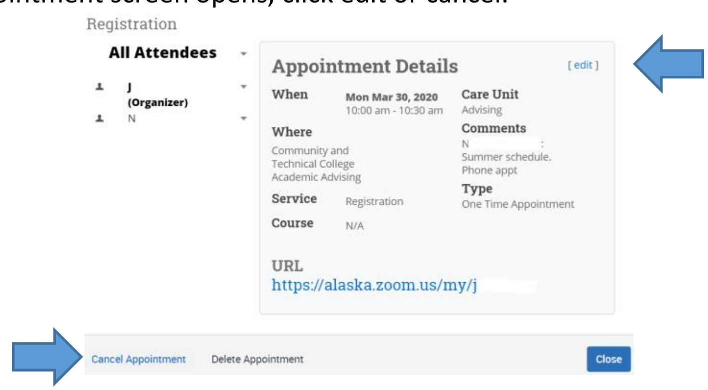
1. In the Staff Home Role you can click on your calendar icon and then click on the green Nanook Navigator appointment you wish to manage.



2. Or on your staff home page you can click on "Upcoming Appointments" tab and click "Details" of the appointment you wish to manage.



3. Appointment screen opens, click edit or cancel.



4. Save Appointment (bottom of the page).
5. You can see any comments added to the appointment reflected on your professional calendar within the "Nav: Appointment" details.
6. Student receives an updated appointment email.

Need assistance? *See more resources at* https://uaf.edu/gs/nanooknavigator/ *or contact* jrskipper@alaska.edu.

NANOOK NAVIGATOR

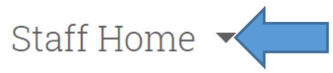
Appointments

Creating Appointments Through Appointment Center

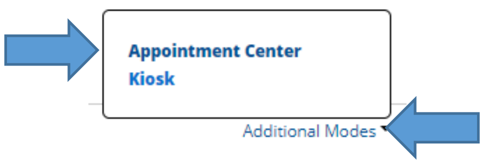
Appointment center allows users, such as front desk staff, to schedule appointments for students with individuals in their department.

Availability needs to be set up and calendar synced before an individual will show up properly in the appointment center. The location is set up in the individual availabilities. See this [video on how to set availability and sync calendar](video).

1. Staff Home role (top-left)

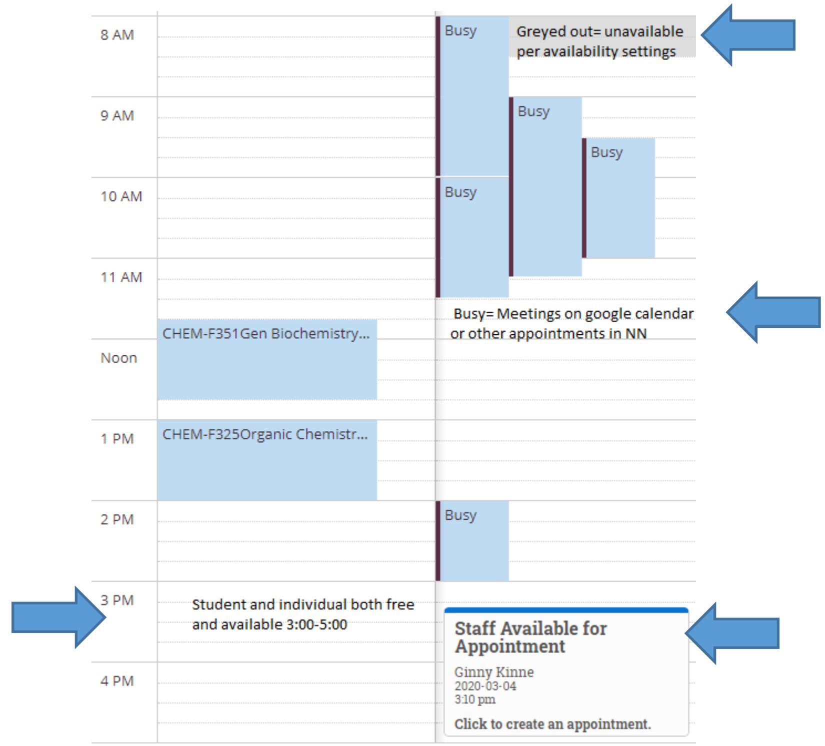


2. Scroll to the bottom of the Staff Home page and at the bottom right corner click on "Additional Modes" drop down and then Appointment Center.



3. Choose the location of the individual (location based on availability settings).
4. Enter student ID number, name or UAOnline preferred email in the "enter Student Name" box.
5. Choose the date of appointment
6. The calendar will show all individuals with this location, you can search for a specific individual in this location in the "staff" box.
7. Compare student schedule with individual's (staff/instructor) availability and free meeting times.
8. Hover over the time that both individual and student are free.
9. Click on open space (not gray or busy for individual or student).

Creating Appointments- Appointment Center, continued



6. Choose how long the appointment will be
7. Comments: Staff/Instructor's Office building, room location, phone number, and meeting type (online, email, phone, in-person).
8. Reminders and email will be sent to the student's UAOnline preferred email address.
9. Create appointment
10. To edit or delete an appointment, click on the created appointment and then edit. *Only Front Desk Staff and Unit/Department account roles have the ability to edit appointments through the appointment center.*

Need assistance? *See more resources at* https://uaf.edu/gs/nanooknavigator/ *or contact* jrskipper@alaska.edu.