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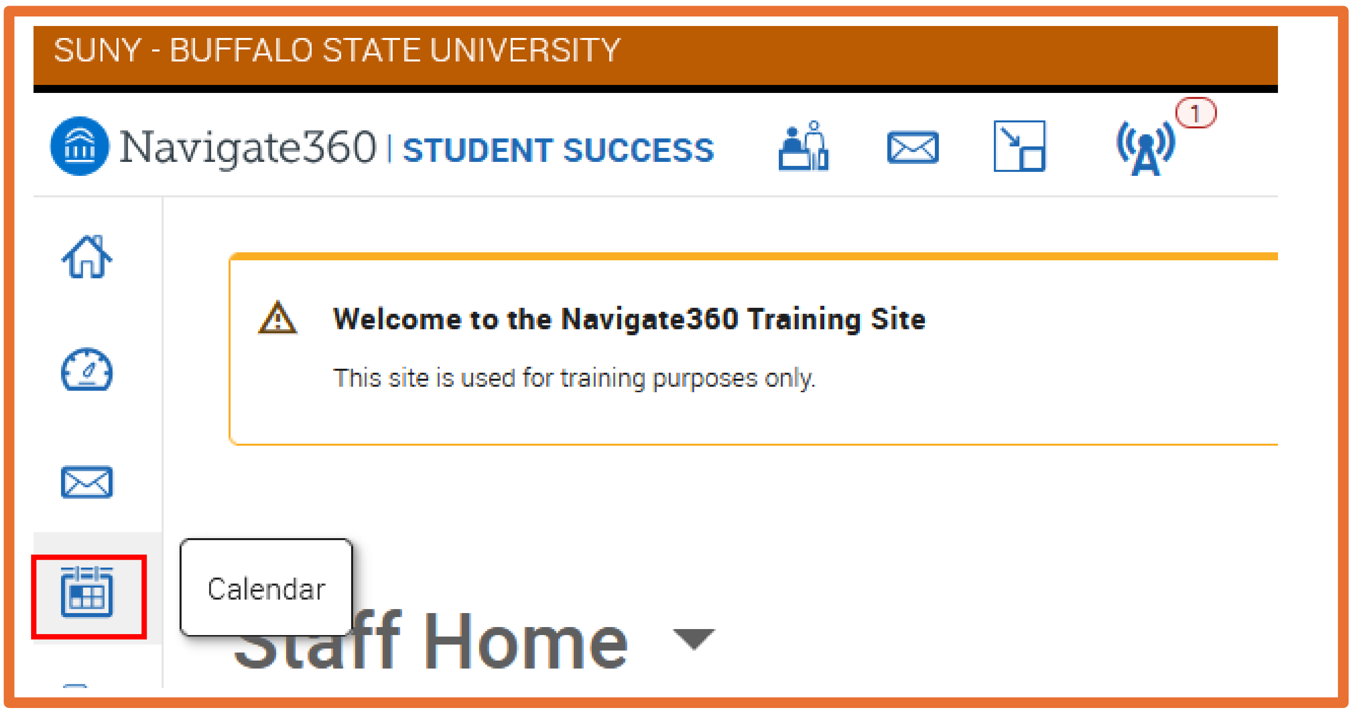
Navigate: Understanding Your Staff Calendar

The **Calendar** icon in Navigate provides staff and faculty with a view of all their scheduled appointments, events, courses (If you are teaching or taking classes), and busy times from your Outlook calendar. To read busy times, your Outlook Calendar must be sync to Navigate to.

Staff can add appointments or events **from** the Calendar with the appropriate permissions. Access to the Calendar tab is available to all users of the platform. The level of detail and actions available within the tab are permission-based.

To access your Calendar, click the **Calendar** icon in the left-hand navigation bar.



This document has been prepared by Bob Hudson, Assistant Director for Student Success Administrative Systems, Student Success & Retention **[Created 12/05/2024]**

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Calendar Overview

The **Calendar** tab in Navigate provides a view of your calendar, including all appointments within Navigate, all courses in which you currently are enrolled in or are teaching, all general events, and any **busy** times.

Note: To read **busy** times, this requires you to sync your professional calendar to the platform. You will only be able to view appointments which you are attending. Your Outlook Calendar is the preferred calendar to sync to your Navigate account.

You have access to three views:

1. Calendar View
2. List of Calendar Items
3. Settings and Sync

1. **Calendar View** - View the calendar by any day, week, or month time frame by selecting the options on the top right.

Notice the legend just above the calendar grid. Selecting one of the checkboxes enables associated appointments to show on the calendar grid and deselecting the checkbox hides them. All options are automatically selected by default.

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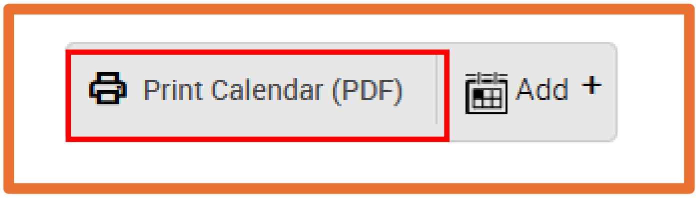
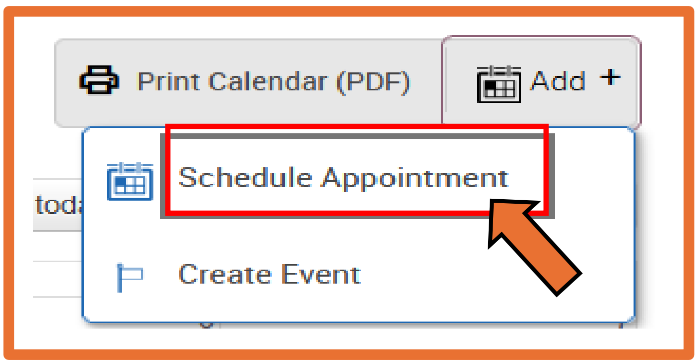
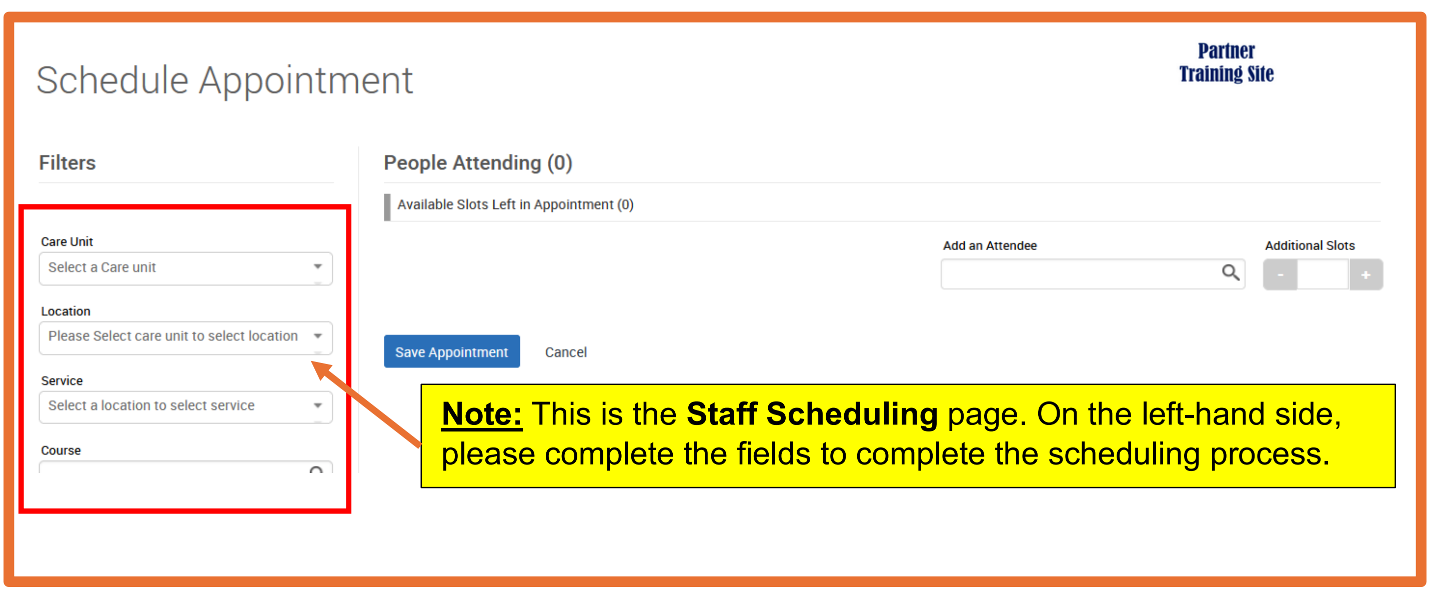
The calendar also has a time zone notification that tells you which time zone your appointments are set in.

You can print or save your calendar grid to a PDF by selecting Print Calendar (PDF).

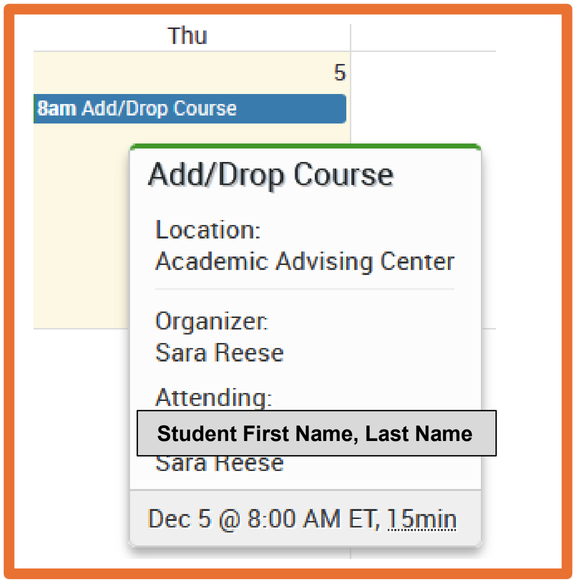


Add a scheduled appointment or create an event by selecting **Add+**. Selecting **Schedule Appointment** brings up the **Staff Scheduling** page.





Hover your cursor over any blocked time on the calendar to view a snapshot of details for that block.



You can click on an appointment in your calendar and see more details. The information provided includes: appointment attendees, appointment organizer (staff member), date and time, Location, Service, course (if applicable), URL/phone number (if applicable), Care Unit, comments, and type of appointment.

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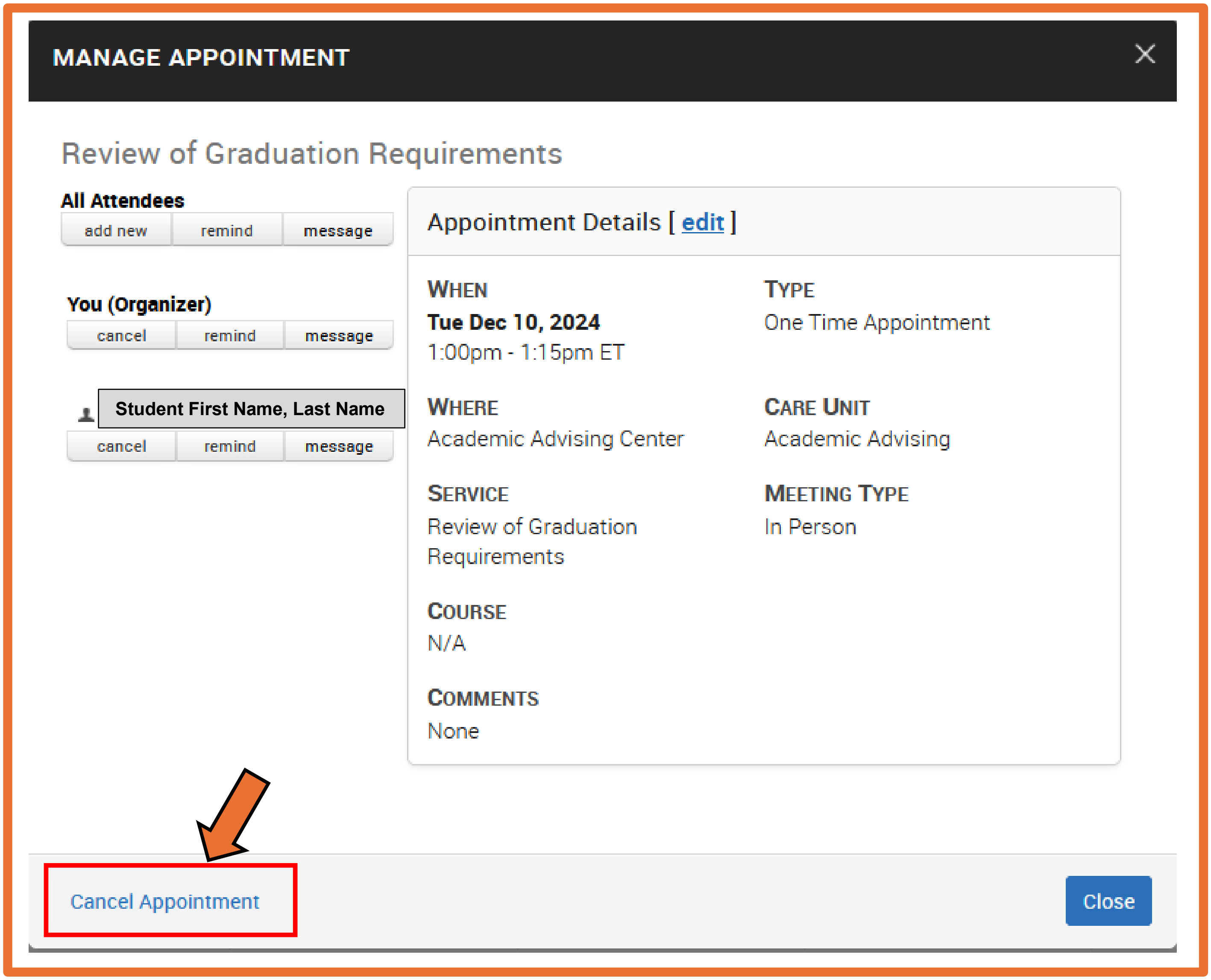


From the **Manage Appointment** screen, you can also take action on the appointments. Depending on your user permissions, you will be able to take action on either all appointments or only the appointments you personally scheduled with the student.

There are several actions available.

Message all or one attendee

Select either **All Attendees** or an individual's name. Select **Message** from the Actions menu to send them a message about the appointment. A dialog opens that lets you choose the format of the message (either email or text), customize the message language, and attach files.

Cancel one attendee

Select an individual's name and choose **Cancel** in the Actions menu to cancel their attendance for this appointment. A dialog opens to let you select the cancellation reason (required) and add any comments.

Cancel appointment

Click **Cancel Appointment** in the bottom left to cancel the appointment for everyone. A dialog opens for you to select who to cancel the appointment for, the cancellation reason (required), and to add any comments.

Delete appointment

Click **Delete Appointment** to delete the appointment from the Navigate360 platform.

Note: Typically, only Administrators have permission to delete appointments. We strongly discourage the deleting of appointments. Deleted appointments are entirely removed from the platform, and data is not retrievable. Cancel appointments instead.

Edit appointment

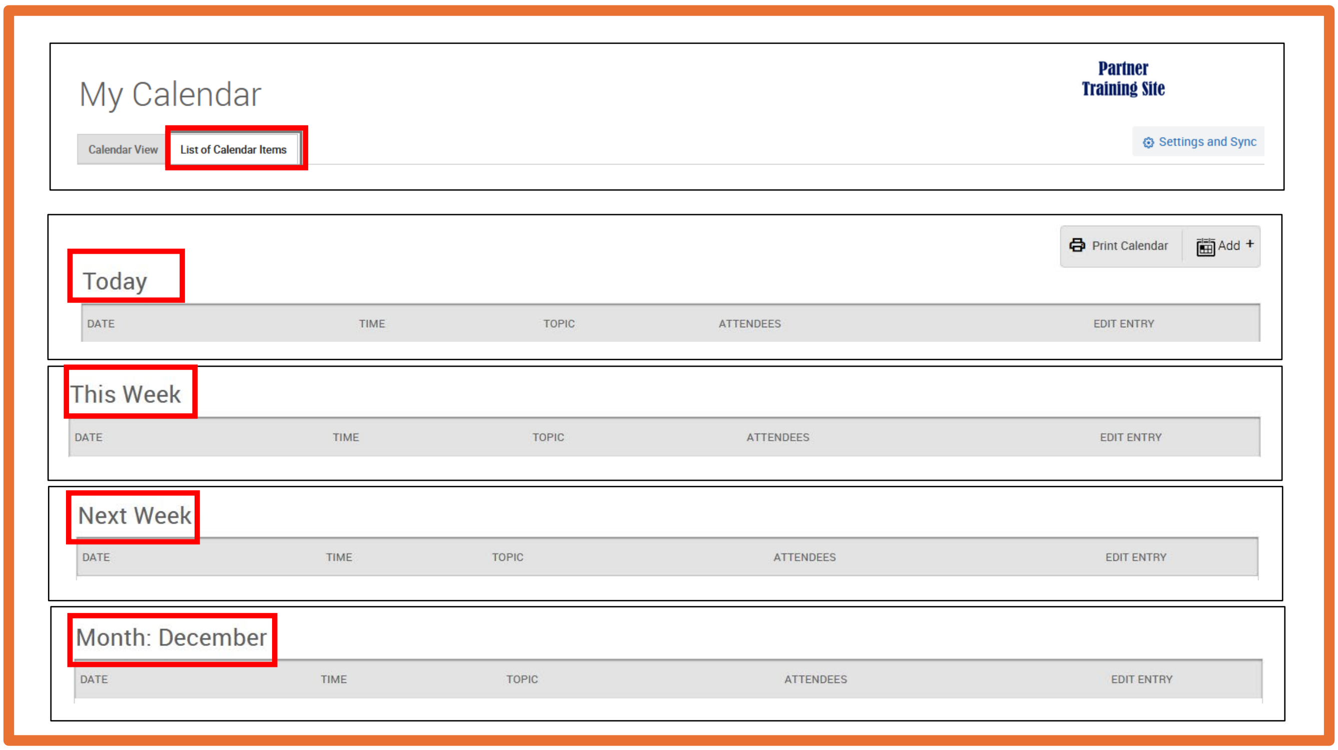
Click **Edit** to change one or more parts of this appointment. You are taken to the primary scheduling page to update any portion of the appointment.

With the appropriate appointment edit permissions, you may also drag and drop appointments between days on the calendar to update the date of the appointment.

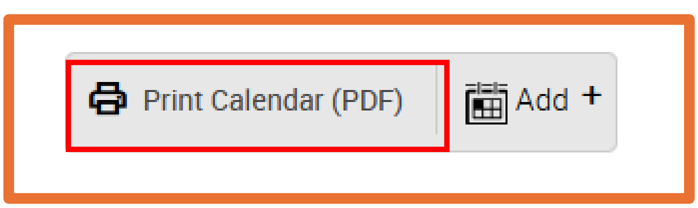
2. List of Calendar Items

The **List of Calendar Items** tab shows you a list of appointments on your calendar for Today, This Week, and Next Week. You can edit appointments from the list or print the list of appointments for reference.

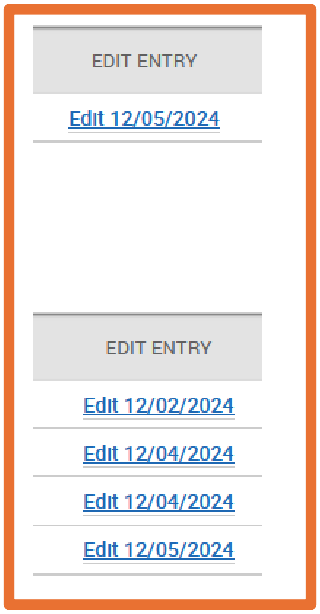
To reach this list, click **List of Calendar Items** on the My Calendar page.



You can print or save your calendar list to a PDF by selecting the **Print Calendar** button.

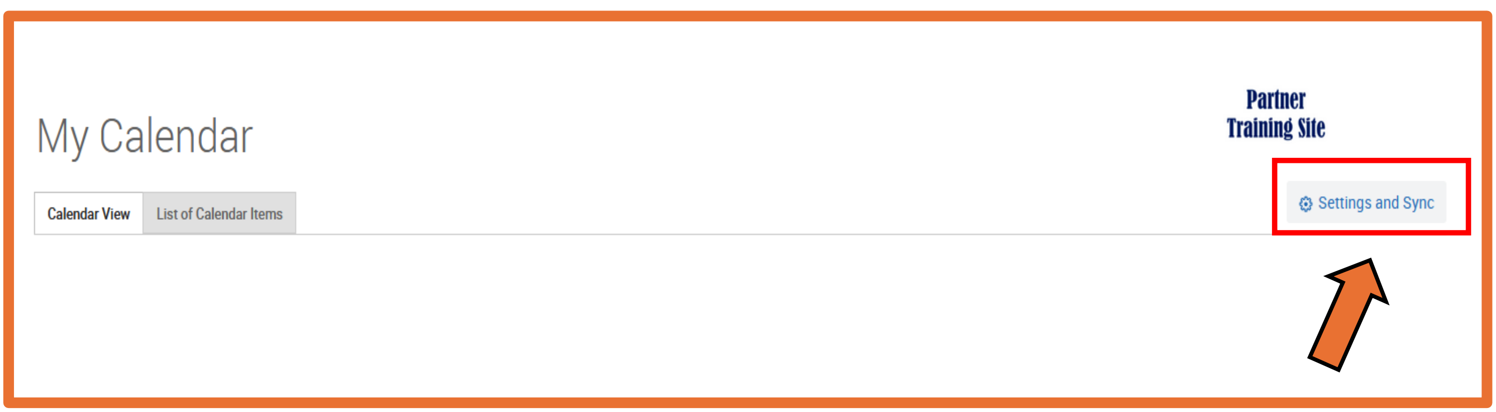


If you have the right permissions, you may edit each appointment in this view by clicking the date in the **Edit Entry** column to the far right. Doing so brings up your appointment scheduling page.



3. **Settings and Sync**

The **Settings and Sync** button lets you set up and manage your Calendar Sync.



Calendar Sync Recommendations:

- Sync your calendar to the Navigate platform so that appointments can flow between your Navigate calendar and professional calendar, blocking off that time and preventing double booking. The preferred professional calendar is Microsoft Outlook.

- Only sync one professional calendar to Navigate. Make sure to uncheck any additional calendars in Google Calendar if your professional calendar is on that platform. The preferred professional calendar is Microsoft Outlook.