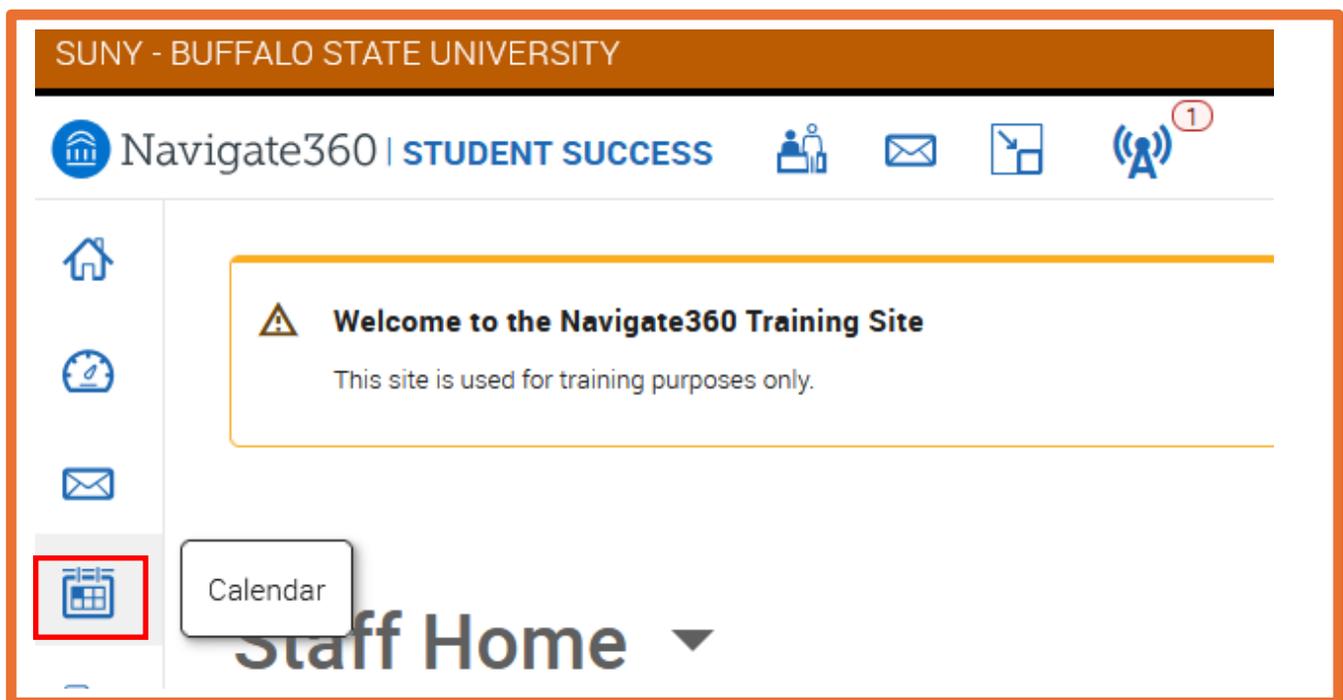


## Navigate: Understanding Your Staff Calendar

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.



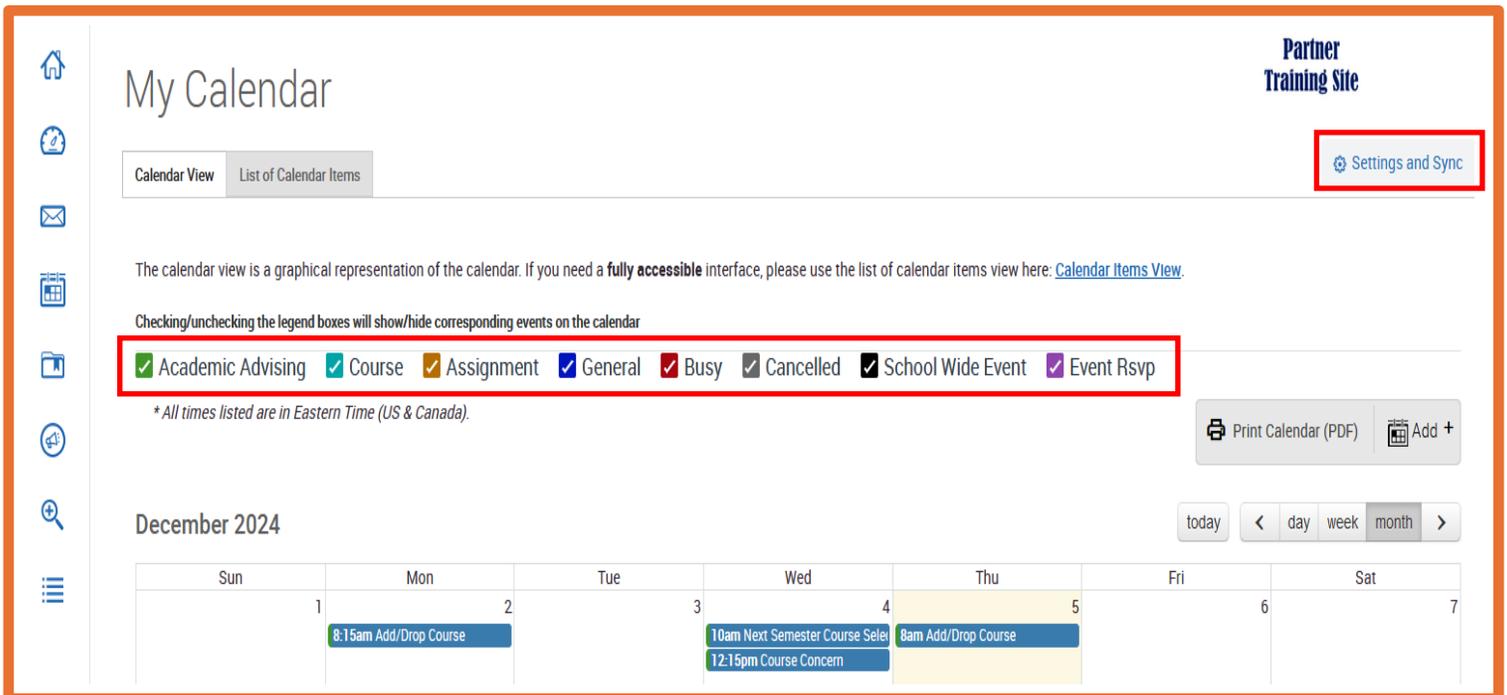
## Calendar Overview

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.



**My Calendar** Partner Training Site

Calendar View List of Calendar Items [Settings and Sync](#)

The calendar view is a graphical representation of the calendar. If you need a **fully accessible** interface, please use the list of calendar items view here: [Calendar Items View](#).

Checking/unchecking the legend boxes will show/hide corresponding events on the calendar

Academic Advising  Course  Assignment  General  Busy  Cancelled  School Wide Event  Event Rsvp

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

Print Calendar (PDF) Add +

December 2024 today < day week month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	8:15am Add/Drop Course		10am Next Semester Course Sele 12:15pm Course Concern	8am Add/Drop Course		

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.

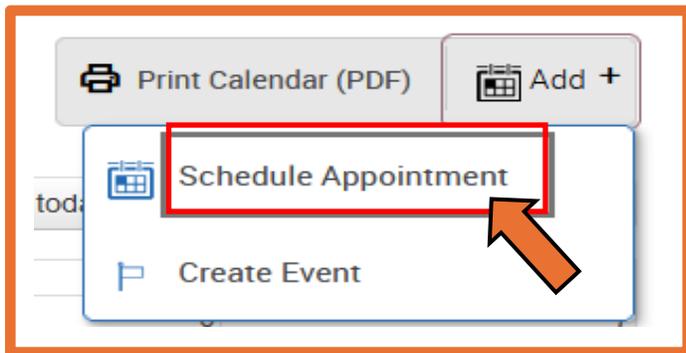
The calendar also has a time zone notification that tells you which time zone your appointments are set in.

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

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.



### Schedule Appointment

Partner Training Site

**Filters**

Care Unit  
Select a Care unit

Location  
Please Select care unit to select location

Service  
Select a location to select service

Course

People Attending (0)

Available Slots Left in Appointment (0)

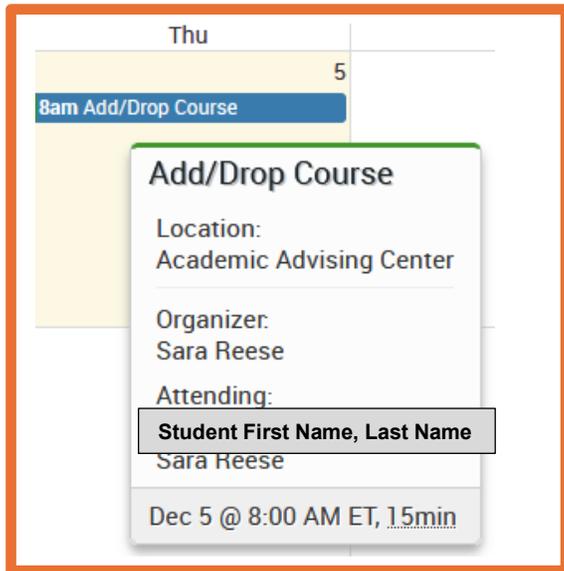
Add an Attendee

Additional Slots

Save Appointment Cancel

**Note:** This is the **Staff Scheduling** page. On the left-hand side, please complete the fields to complete the scheduling process.

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.

### MANAGE APPOINTMENT ✕

#### Review of Graduation Requirements

**All Attendees**

add new   remind   message

**You (Organizer)**

cancel   remind   message

**Student First Name, Last Name**

cancel   remind   message

#### Appointment Details [ [edit](#) ]

<b>WHEN</b> <b>Tue Dec 10, 2024</b> 1:00pm - 1:15pm ET	<b>TYPE</b> One Time Appointment
<b>WHERE</b> Academic Advising Center	<b>CARE UNIT</b> Academic Advising
<b>SERVICE</b> Review of Graduation Requirements	<b>MEETING TYPE</b> In Person
<b>COURSE</b> N/A	
<b>COMMENTS</b> None	

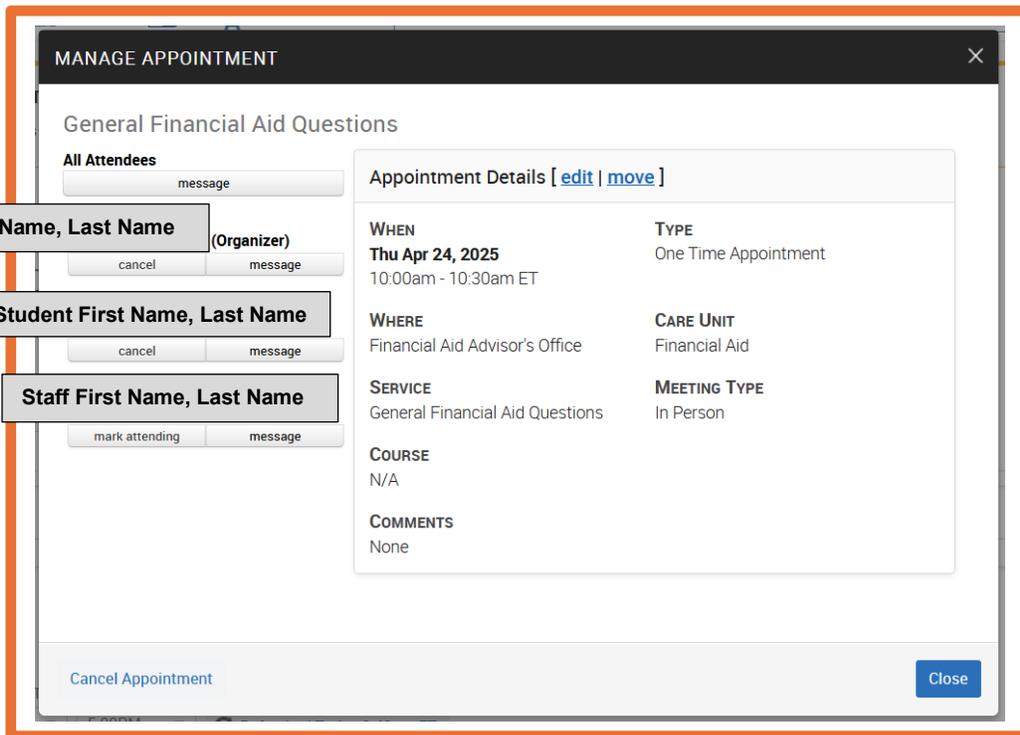
**Cancel Appointment** Close

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** to send them an email message about the appointment. A dialog opens that lets you send an email message and attach files.

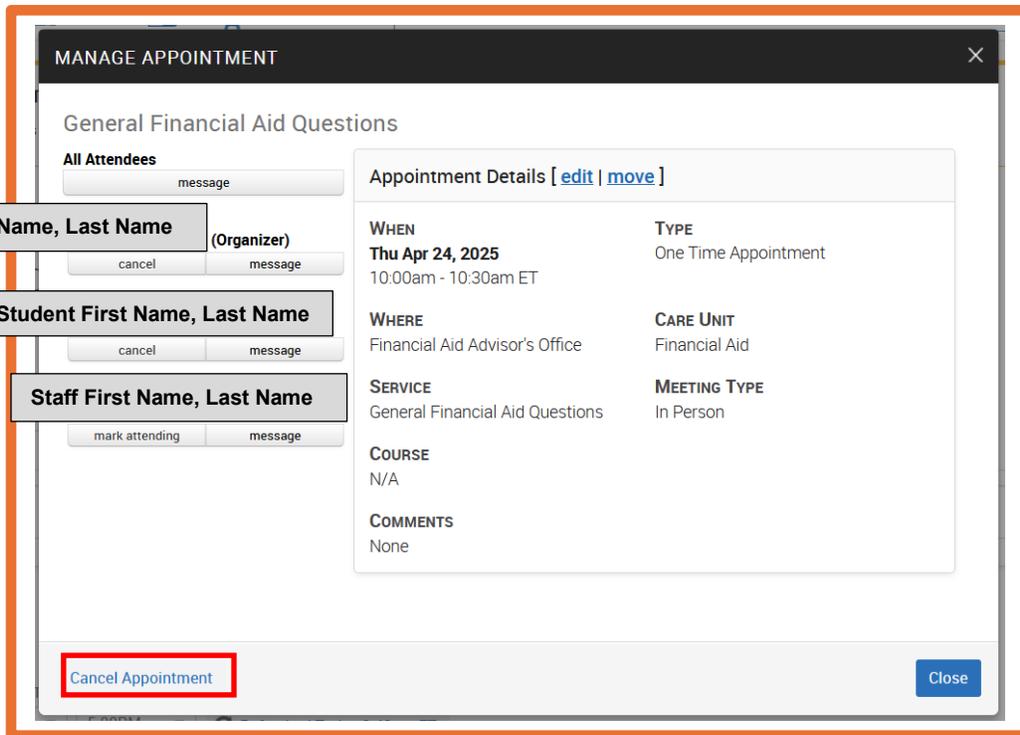


**Cancel one attendee**

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.



**MANAGE APPOINTMENT** [Close]

General Financial Aid Questions

**All Attendees** [message]

**Appointment Details** [edit | move]

<b>WHEN</b> Thu Apr 24, 2025 10:00am - 10:30am ET	<b>TYPE</b> One Time Appointment
<b>WHERE</b> Financial Aid Advisor's Office	<b>CARE UNIT</b> Financial Aid
<b>SERVICE</b> General Financial Aid Questions	<b>MEETING TYPE</b> In Person
<b>COURSE</b> N/A	
<b>COMMENTS</b> None	

**Attendees:**

- Staff First Name, Last Name** (Organizer) [cancel] [message]
- Student First Name, Last Name** [cancel] [message]
- Staff First Name, Last Name** [mark attending] [message]

**Cancel Appointment** [Close]

## 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

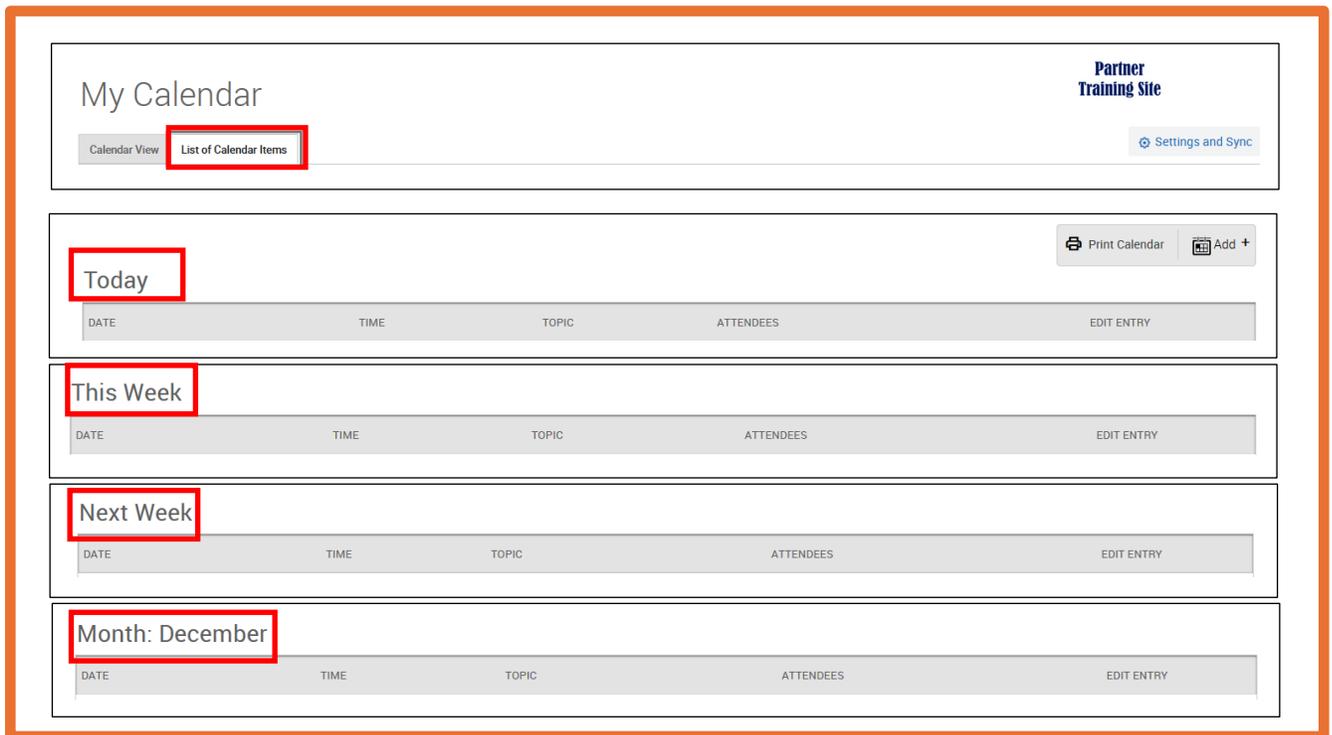
Click **Edit** to change one or more parts of this appointment. You are taken to the primary scheduling page to update any portion of the appointment.

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.



My Calendar Partner Training Site

Calendar View **List of Calendar Items** Settings and Sync

**Today** Print Calendar Add +

DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
------	------	-------	-----------	------------

**This Week**

DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
------	------	-------	-----------	------------

**Next Week**

DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
------	------	-------	-----------	------------

**Month: December**

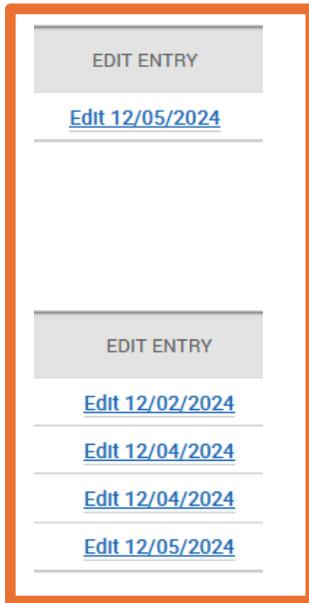
DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
------	------	-------	-----------	------------

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



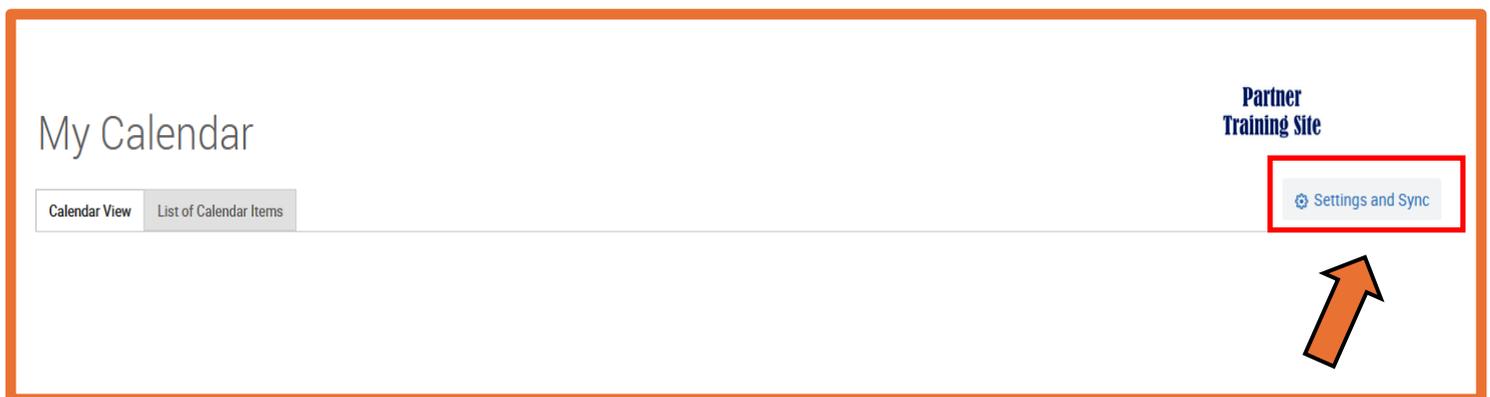
**Print Calendar (PDF)** Add +

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.