Setting your Availability

As a new user, the first thing you need to do is set up availability in Navigate so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.

Add Time -

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days and times when you are available to meet with students.

Step 3: Select whether you will meet with students via appointments or drop-ins during that time.

Step 4: Choose the location where you will be available. If your subject meets at many different locations, please indicate “General Tutoring Location” and list specific locations within the comments box.

Step 5: Select which student service (tutoring subject area) you can provide to students during this availability. Please only choose Other Tutoring Subject Area if your department/subject is not listed.

Step 6: If this is a course-based service, you will also need to select the courses for which you are able to provide this service.

The following departments will require courses to be indicated: Business, Math, English, and ASL.