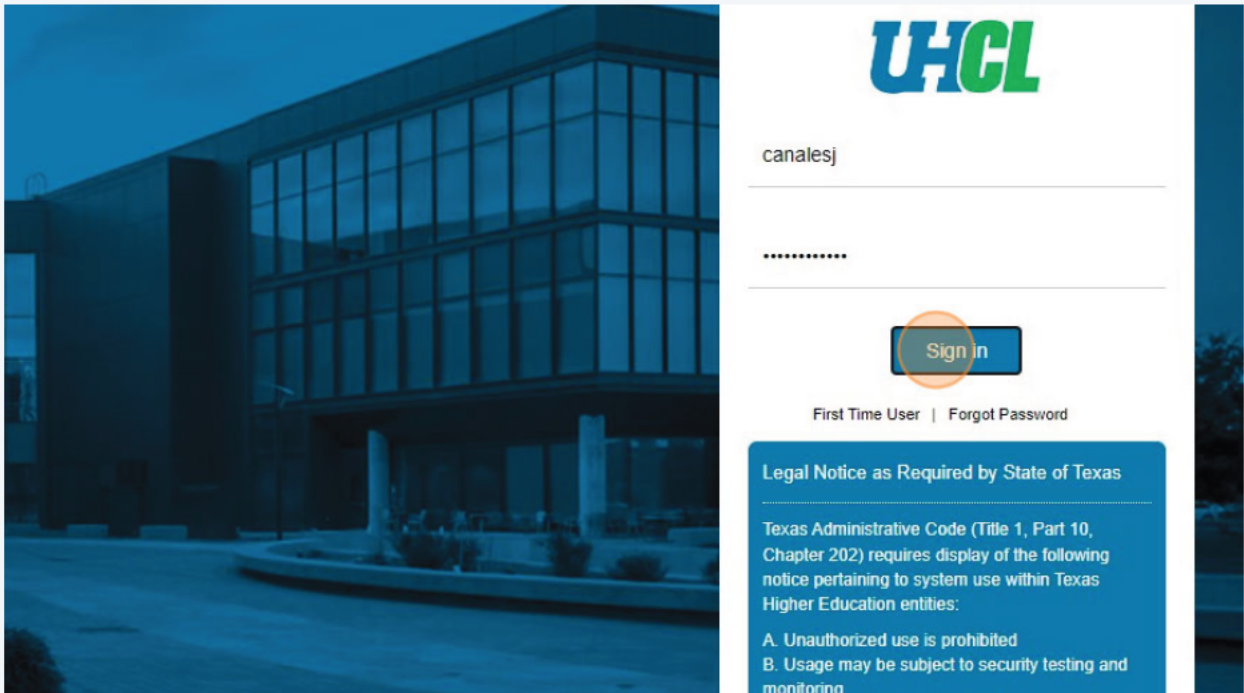


# How to log into Navigate, set your appointment availability, and sync your calendar

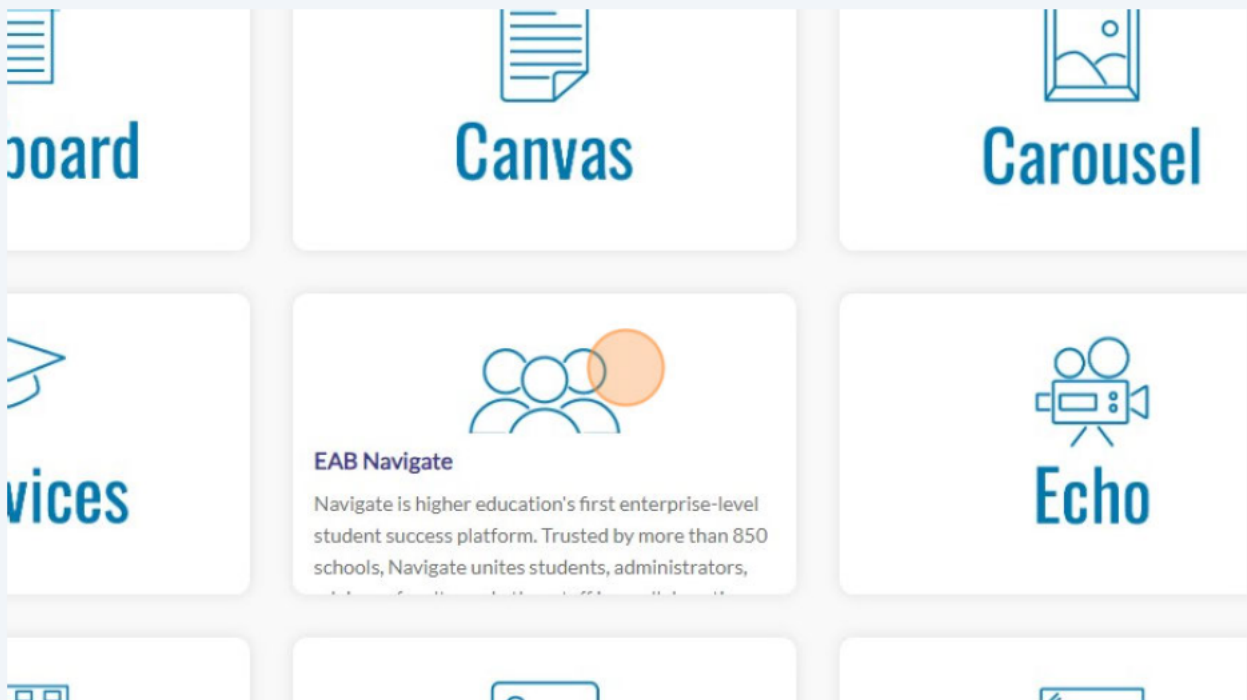
1 Log into [go.uhcl.edu](https://go.uhcl.edu) with your employee credentials



2 Click the "Navigate" tile



3 Click this image.



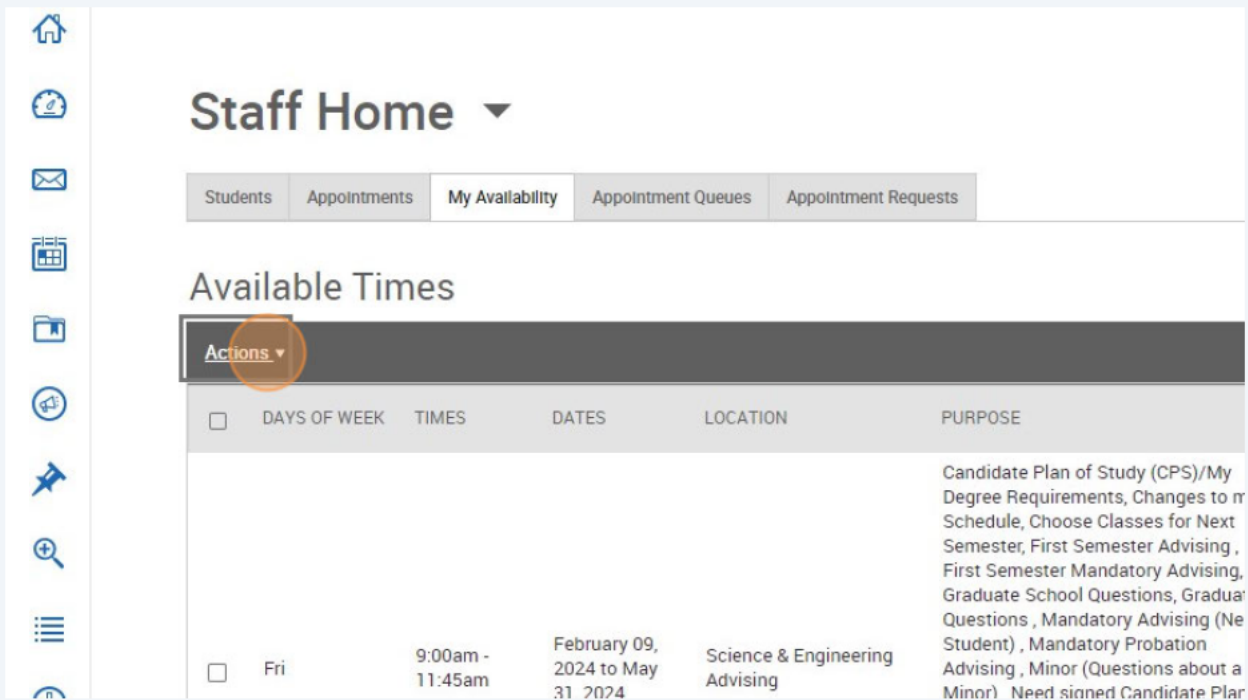
4 Once logged in, you should see "Staff Home"

The screenshot shows the 'Staff Home' dashboard. At the top, there is a 'NAVIGATE' header with icons for home, clock, mail, and a search bar. Below the header, the 'Staff Home' title is followed by a navigation bar with tabs: 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. The 'Assigned Students' section is highlighted with an orange circle. It includes a 'List Type' dropdown set to 'Assigned Students', a 'Term' dropdown set to 'Fall 2023 (Default Term)', and a 'Relationship Type' dropdown set to 'All Relationship Types'. Below these are 'Actions' and a table with columns: NAME, ID, STUDENT LIST, CUMULATIVE GPA, PREDICTED SUPPORT LEVEL, and CATEGORY. The table has two rows, both of which are redacted with black boxes.

5 Click "My Availability"

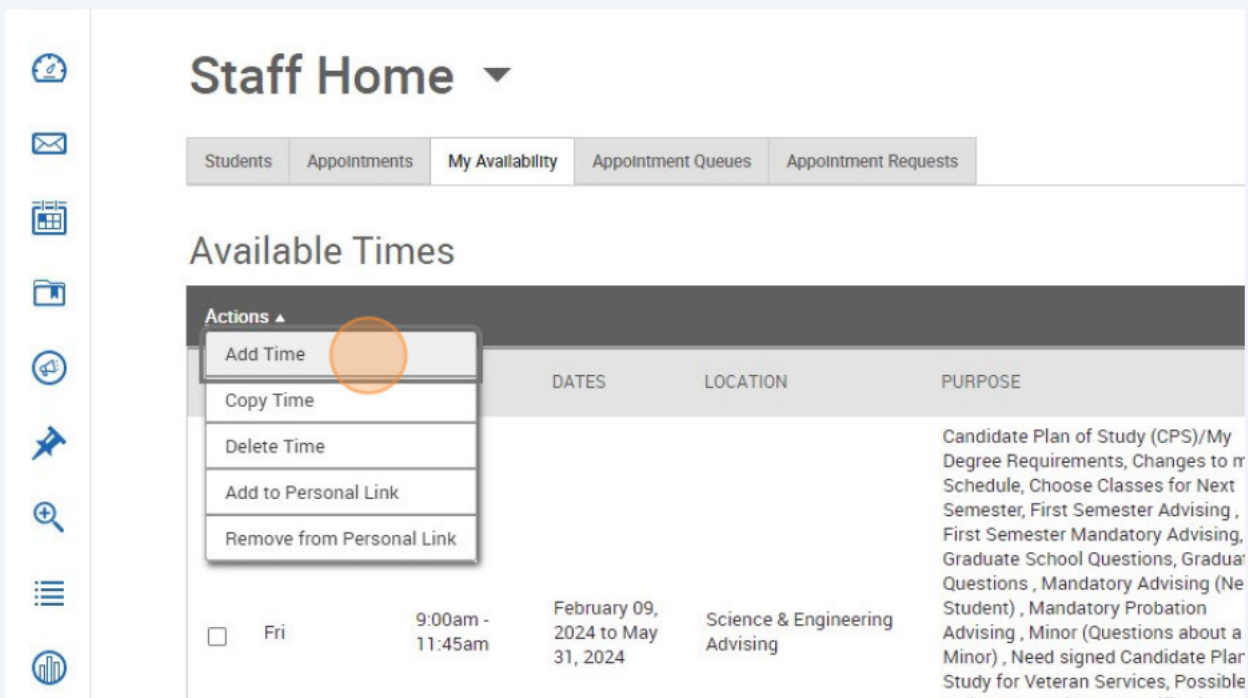
The screenshot shows the 'Staff Home' dashboard. At the top, there is a blue header for 'UNIVERSITY OF HOUSTON-CLEAR LAKE' and a 'NAVIGATE' header with icons for home, clock, mail, and a search bar. Below the header, the 'Staff Home' title is followed by a navigation bar with tabs: 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. The 'My Availability' tab is highlighted with an orange circle. The 'Assigned Students' section is visible below, including a 'List Type' dropdown set to 'Assigned Students', a 'Term' dropdown set to 'Fall 2023 (Default Term)', and a 'Relationship Type' dropdown set to 'All Relationship Types'. Below these are 'Actions' and a table with columns: NAME, ID, STUDENT LIST, CUMULATIVE GPA, PREDICTED SUPPORT LEVEL, and CATEGORY. The table has one row, which is redacted with a black box.

## 6 Click "Actions"



The screenshot shows the 'Staff Home' interface. At the top, there are navigation tabs: 'Students', 'Appointments', 'My Availability', 'Appointment Queues', and 'Appointment Requests'. Below these is the 'Available Times' section. A table with columns 'DAYS OF WEEK', 'TIMES', 'DATES', 'LOCATION', and 'PURPOSE' is visible. The 'Actions' dropdown menu is open and highlighted with an orange circle, showing options like 'Add Time', 'Copy Time', 'Delete Time', 'Add to Personal Link', and 'Remove from Personal Link'. The table contains one row for 'Fri' from 9:00am to 11:45am, dated February 09, 2024 to May 31, 2024, at 'Science & Engineering Advising'. The purpose is 'Candidate Plan of Study (CPS)/My Degree Requirements, Changes to r Schedule, Choose Classes for Next Semester, First Semester Advising, First Semester Mandatory Advising, Graduate School Questions, Gradua Questions, Mandatory Advising (Ne Student), Mandatory Probation Advising, Minor (Questions about a Minor), Need signed Candidate Plan'.

## 7 Click "Add Time"



This screenshot is similar to the previous one, but the 'Add Time' option in the 'Actions' dropdown menu is highlighted with an orange circle. The table content remains the same, showing the 'Fri' time slot and its details.

8 Select the days and timeframes in which you will be available for appointments

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed **Thu** Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Central Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

9 Click "Please select a duration" to set your availability for the semester, a range of dates, etc.

When are you available to meet?

Mon Tue Wed Thu **Fri** Sat Sun

From 8:00am To 5:00pm

All times listed are in Central Time (US & Canada).

How long is this availability active?

Please select a duration

Availability Ranges

- Forever**
- A Range of Dates

Terms

- Fall 2023 (Default Term)
- Spring 2024
- Summer 2024

10 For this example, I will use "Spring 2024"

How long is this availability active?

Please select a duration

Availability Ranges

- Forever
- A Range of Dates

Terms

- Fall 2023 (Default Term)
- Spring 2024**
- Summer 2024

Care Unit

Please select a care unit

Location

Please select a location

Cancel Save

11 Select the type of availability you are setting. Appointment availability is for traditional appointment slots, drop-ins availability is usually for first-come first-serve meetings, and campaigns availability is usually tied to specific campaigns (appointment campaigns, etc.)

ADD AVAILABILITY

Spring 2024

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

**Appointments** Drop-ins Campaigns

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit

Location

Please select a location

X

12

Select your meeting type. You will most likely meet with students in-person and virtually, but this depends on your advising office.

The screenshot shows a web form for scheduling a meeting. At the top, there are tabs for 'Appointment Queues' and 'Appointment Requests'. Below these is a table with columns for 'LOCATION' and 'PURPOSE'. The 'PURPOSE' column contains text such as 'Candidate', 'Degree R', 'Schedule', 'Semeste', 'First Sem', 'Graduate', 'Question', 'Student)', 'Advising', 'Minor)', 'Study for', 'major ch', 'commen', and 'Appeal P'. The 'LOCATION' column contains '09, May' and 'Science & Engineering Advising'. To the right of the table is a form titled 'Add to your personal availability link?' with a checkbox. Below that is a section titled 'What type of availability is this?' with three tabs: 'Appointments', 'Drop-ins', and 'Campaigns'. Under the 'Appointments' tab, there is a 'Meeting Type' dropdown menu with options: 'Email', 'Group', 'In-Person', 'Phone', and 'Virtual'. The 'Email' option is highlighted in blue and has an orange circle around it. Below the dropdown is a 'Services' field with the placeholder text 'Please select services'. At the bottom is a 'URL / Phone Number' field.

13

Click "Please select a care unit" and select your care unit

This screenshot shows the same web form as above, but with the 'Care Unit' dropdown menu open. The dropdown menu has a search bar and a list of care units: 'Advising', 'Center for Student Advocacy and Community', 'Orientation and New Student Programs', 'Student Success Center', 'UHCL Libraries', and 'Writing Center'. The 'Advising' option is highlighted in blue and has an orange circle around it. The 'Meeting Type' section now shows three selected options: 'x Email', 'x In-Person', and 'x Virtual'. Below the dropdown menu is a 'Special Instructions for Student' field with a rich text editor toolbar containing icons for bold, italic, bulleted list, numbered list, undo, and redo.



## 14 Select your location

Care Unit  
Advising

Location  
Select Location

Select Location

- Academic Advising -UHCL Pearland Campus
- Business Advising**
- Education Advising
- Human Sciences & Humanities Advising
- Science & Engineering Advising
- Texas Medical Center

Cancel Save

## 15 Select the services for your availability

Advising

Location  
Business Advising

Services

- Changes to my Schedule
- Candidate Plan of Study (CPS)/My Degree Requirements

**These services do not require course**

- Choose Classes for Next Semester**
- First Semester Advising
- First Semester Mandatory Advising
- Graduate School Questions
- Graduation Questions
- Internship Questions

Edit



16

If this availability requires a link (zoom, etc.) or a phone number (phone appointment) please include that in the "URL/Phone Number" field. This information as well as the special instruction for the students below will be shared with the student once they schedule an appointment with you

Appointment Queues | Appointment Requests

Location: Business Advising

Services:

- Changes to my Schedule
- Candidate Plan of Study (CPS)/My Degree Requirements
- Choose Classes for Next Semester

URL / Phone Number:

Special Instructions for Student

**B** *I* | ::= | ½= | ↶ ↷

e.g. room 23, please bring paper

LOCATION: Science & Engineering Advising

PURPOSE: Candidate Degree Plan Schedule Semester First Semester Graduate Question Student) Advising Minor) , Study for major ch comment Appeal P

17

In "Special Instructions" please include any appointment specific instructions for the student such as "we are located in SSCB 123, please arrive 10 minutes before your appointment and check in at the kiosk" for an in-person appointment, or "please ensure to be in a quiet space with no distractions" for a virtual appointment, etc.

Choose Classes for Next Semester

URL / Phone Number: zoom link

Special Instructions for Student

**B** *I* | ::= | ½= | ↶ ↷

e.g. room 23, please bring paper

Will you be meeting with multiple students?

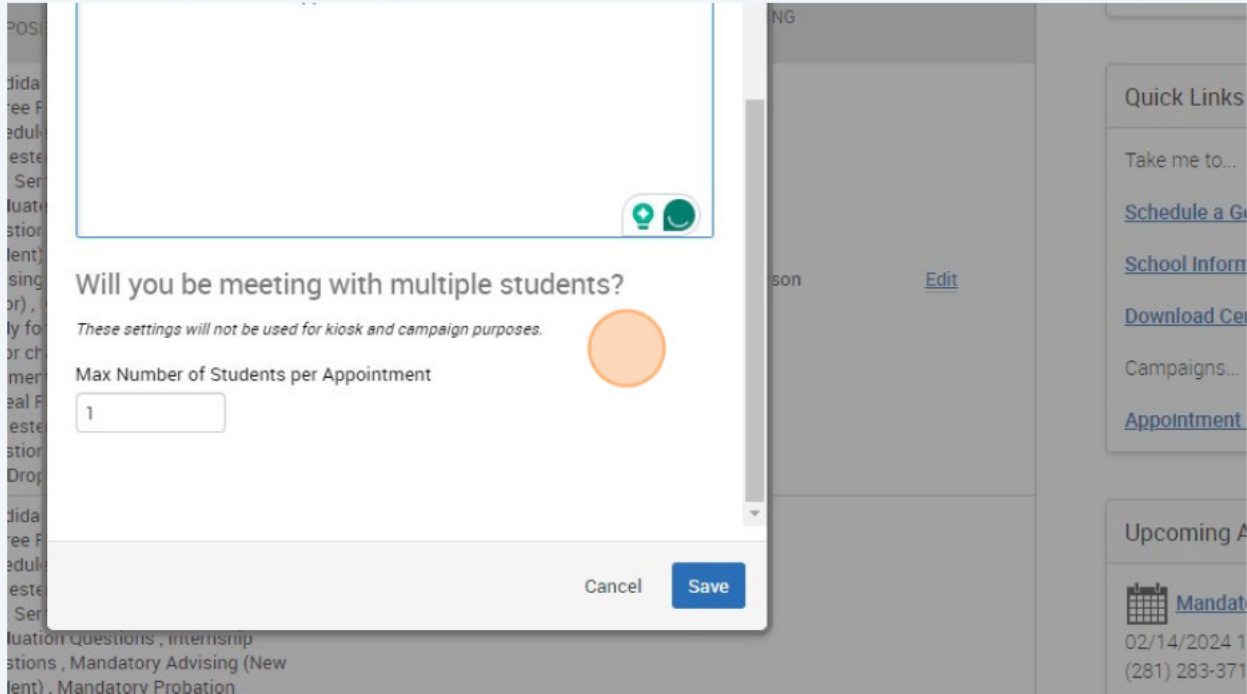
Cancel Save

LOCATION: Science & Engineering Advising

PURPOSE: Candidate Degree Plan Schedule Semester First Semester Graduate Question Student) Advising Minor) , Study for major ch comment Appeal P

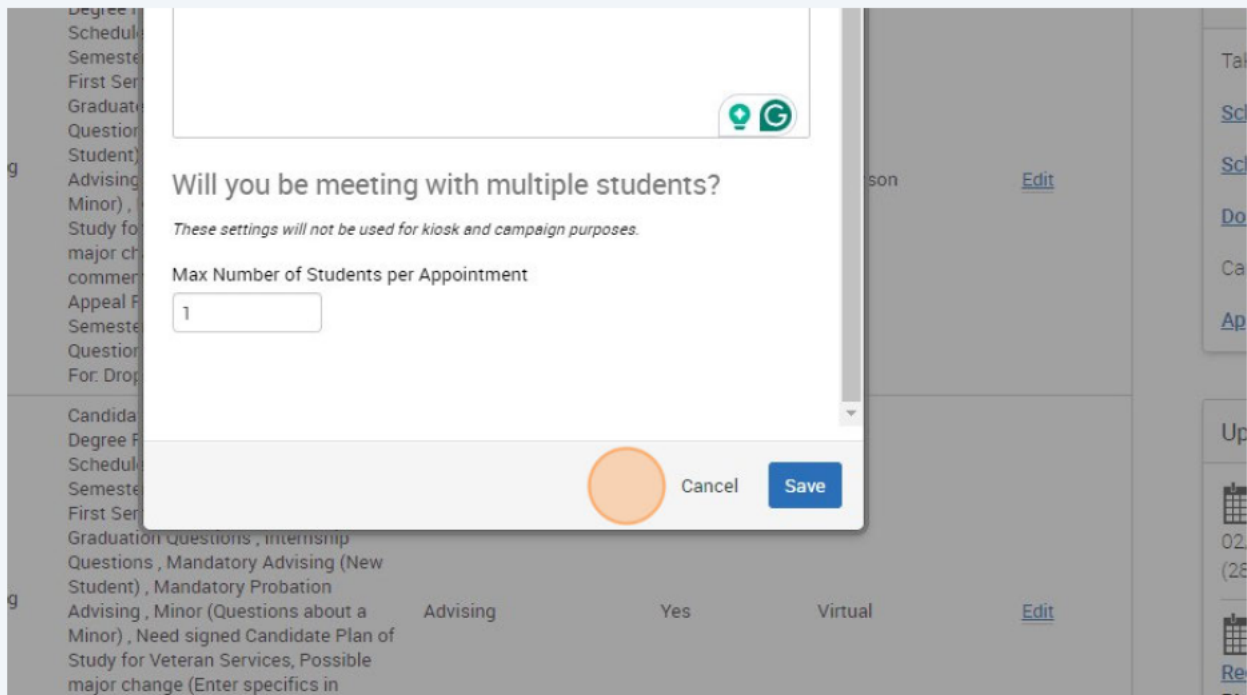
18

If you are doing group advising, please include the number of students that can schedule an appointment with you at a time. If you are only seeing 1 student per appointment, set this number to 1.



19

Click "Save".



20 The next step you want to take is to sync your Outlook calendar so that your it reflects on your availability in Navigate. Click "Calendar"

NAVIGATE

Staff Home

Students Appointments My Availability Appointment Queues Appointment Requests

Calendar

Signed Students

List Type: Assigned Students Term: Spring 2024 (Default T... Relationship Type: All Relationship Typ

Actions

<input type="checkbox"/>	NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED SUPPORT
No matching records found					

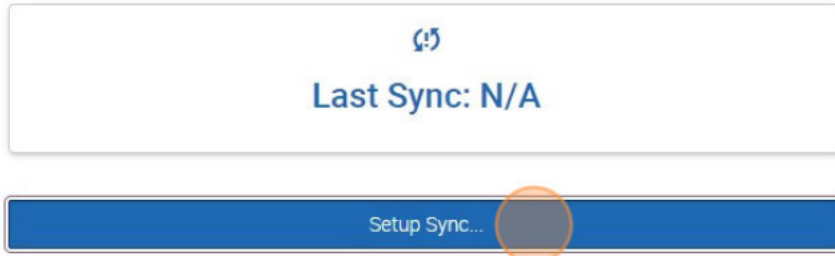
21 Click "Settings and Sync" at the top right of the calendar

Settings and Sync

Print Calendar (PDF) Add Calendar Event

today < day week month >

22 Click "Setup Sync..."

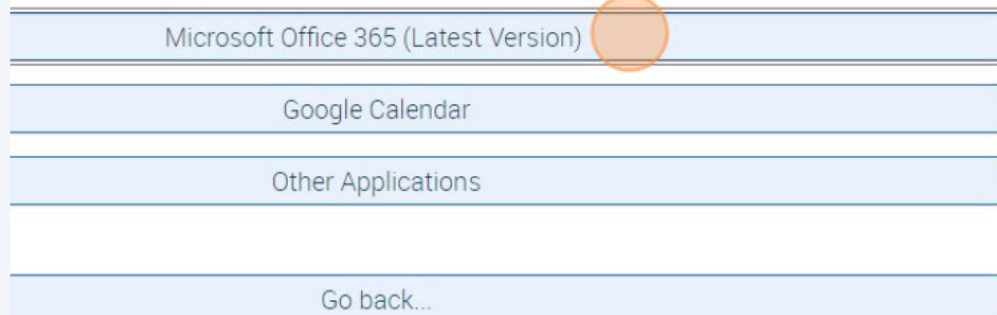


[Acrobat Reader](#) ↗

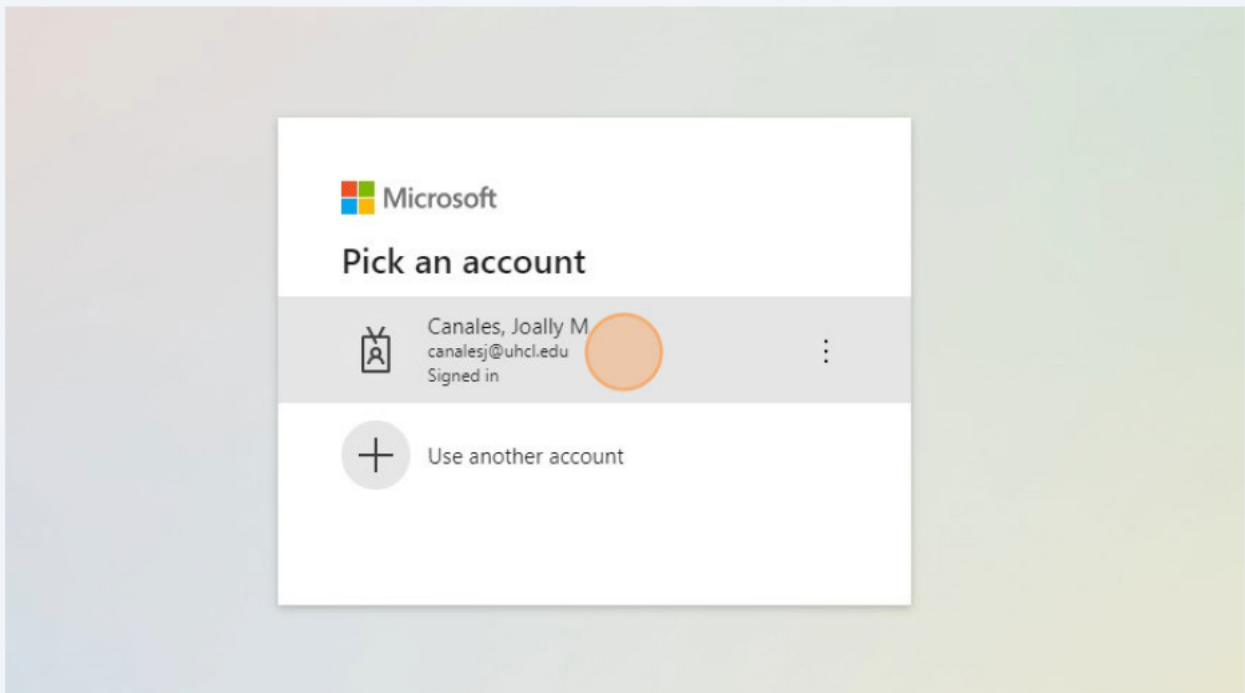
Page last  
All times

23 Select your calendar application. For this example, I will use "Microsoft Office 365 (Latest Version)"

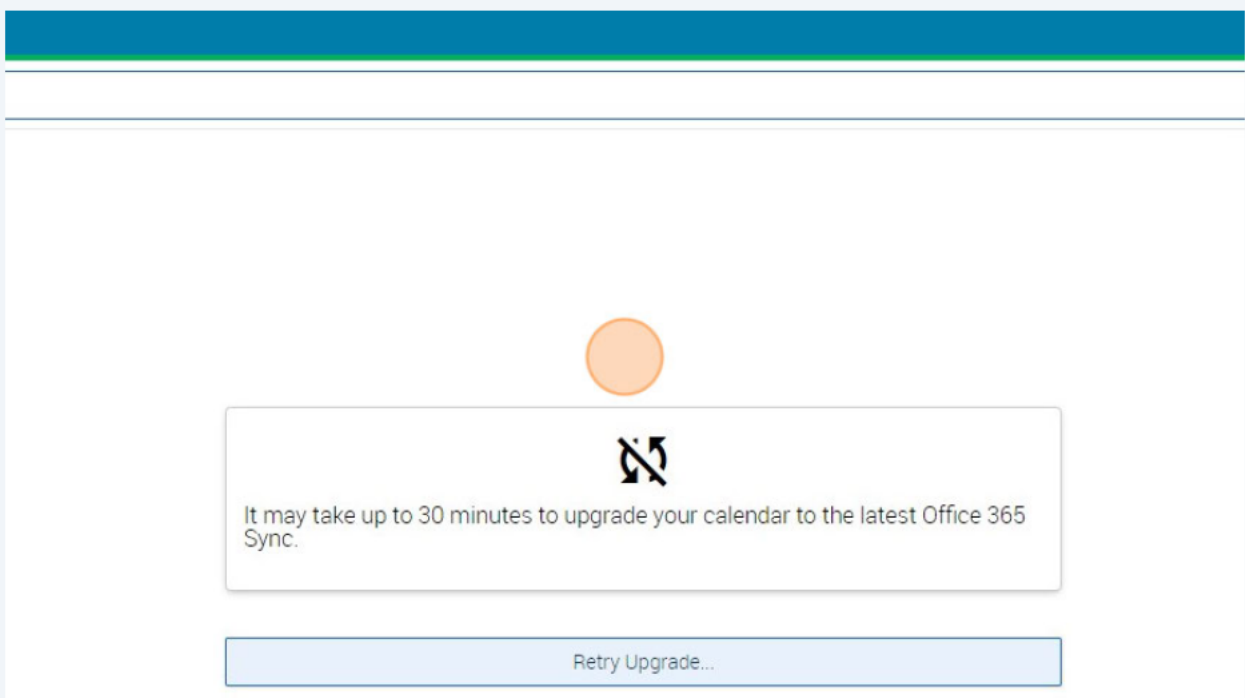
Calendar Application:



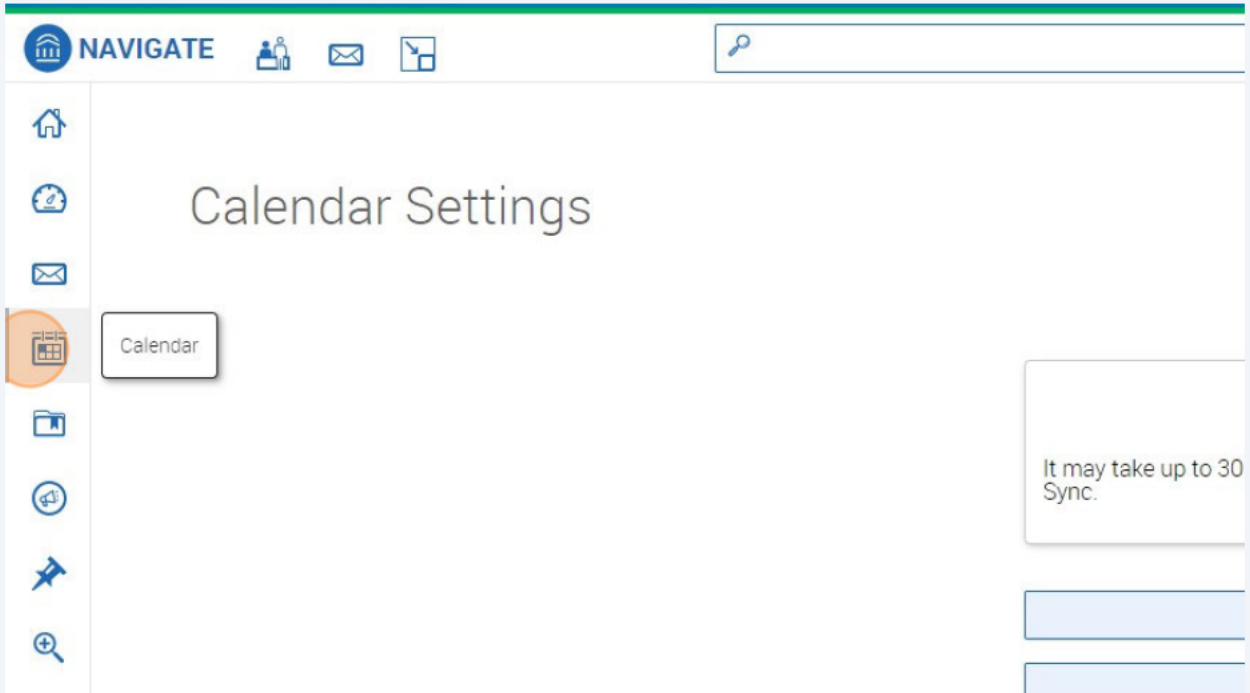
24 You will be prompted to log into your account



25 Allow 30 minutes for your calendar to sync



26 Click "Calendar" after 30 minutes to ensure your calendar has synced



27

A synced calendar will include your "Busy" timeslots from your main (ex. Outlook) calendar. Details from your synced calendar will not be shared, your blocks will simply say "Busy" in your Navigate calendar to prevent students from scheduling during those times. You are also able to see your scheduled appointments in your Navigate calendar.

The screenshot shows the 'NAVIGATE' interface for the University of Houston-Clear Lake. The header includes the university name and a search bar. Below the header, there are navigation icons for home, calendar, mail, and a plus sign. The main content area displays a calendar for February 2024. The calendar shows busy slots for Monday, February 29th, and Tuesday, February 30th. The busy slots are represented by blue bars with white text indicating the time range.

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

Sun	Mon	Tue
28	29	30
	8am Busy	6am Busy
	9:30am Busy	8am Busy
	11:30am Busy	8:30am Busy
	1pm Busy	11:30am Busy
	2:30pm Busy	1pm Busy
		2pm Busy
4	5	
	9am Busy	9am Busy
	10am Busy	12:30pm Busy
	11am Busy	1pm Busy