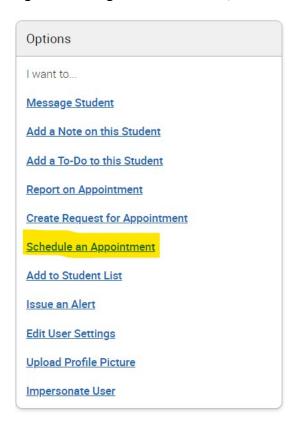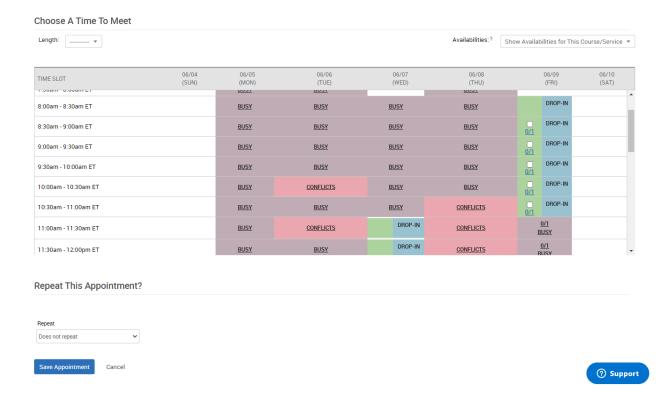# Creating an Appointment

To schedule an appointment outside of a campaign, visit the student's profile, and go to the right side navigation. From there, select Schedule an Appointment.

From there you will need to set the Care Unit, Location, and Service. Next you will choose yourself as the organizer.
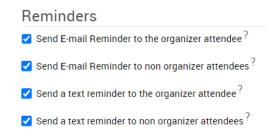

This will open a grid for scheduling. Times that your calendar is blocked will show as Busy. Times that you are scheduled to meet with other students will show as Conflicts. Times the student is in class will also show as Conflicts. Only times that you have availability will show as available to be checked.
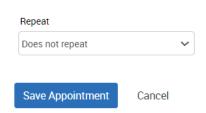
Choose A Time To Meet

Length: [_____ ▼]

Availabilities: [?] [Show Availabilities for This Course/Service ▼]

TIME SLOT	06/04 (SUN)	06/05 (MON)	06/06 (TUE)	06/07 (WED)	06/08 (THU)	06/09 (FRI)	06/10 (SAT)
7:30am - 8:00am ET		BUSY	BUSY		BUSY		
8:00am - 8:30am ET		BUSY	BUSY	BUSY	BUSY	DROP-IN	
8:30am - 9:00am ET		BUSY	BUSY	BUSY	BUSY	☐ 0/1 DROP-IN	
9:00am - 9:30am ET		BUSY	BUSY	BUSY	BUSY	☐ 0/1 DROP-IN	
9:30am - 10:00am ET		BUSY	BUSY	BUSY	BUSY	☐ 0/1 DROP-IN	
10:00am - 10:30am ET		BUSY	CONFLICTS	BUSY	BUSY	☐ 0/1 DROP-IN	
10:30am - 11:00am ET		BUSY	BUSY	BUSY	CONFLICTS	☐ 0/1 DROP-IN	
11:00am - 11:30am ET		BUSY	CONFLICTS	DROP-IN	CONFLICTS	0/1 BUSY	
11:30am - 12:00pm ET		BUSY	BUSY	DROP-IN	CONFLICTS	0/1 BUSY	

Repeat This Appointment?

Repeat

[Does not repeat ▼]

[Save Appointment]   Cancel

[? Support]

You can override these settings using the Availabilities drop down menu. This is only recommended if you are overriding your own availability.

Availabilities: [?]

Show Availabilities for This Course/Service ▼
Show Availabilities for This Course/Service
Show All Availabilities
Unlock Non-Available Times
Unlock Times With Conflicts

06/21 (WED)	06/22 (THU)
USY	BUSY
USY	BUSY DROP-IN

Unlocking non-available times will unlock times where you do not have availability but are not blocked as busy or meeting with another student. Unlocking times with conflicts will override ANY conflict on the scheduling grid.

Reminders

☑ Send E-mail Reminder to the organizer attendee ?

☑ Send E-mail Reminder to non organizer attendees ?

☑ Send a text reminder to the organizer attendee ?

☑ Send a text reminder to non organizer attendees ?

From the Reminders list on the left, you can choose how you and the student will receive reminders. If a student does not have a working cell phone number in Navigate, these messages will come through as emails.

Repeat

Does not repeat ⌄

Save Appointment   Cancel

Finally, you can choose whether or not the appointment will repeat and click Save Appointment. The student will receive a notification that an appointment has been scheduled immediately and then reminders the day before and one hour before.