

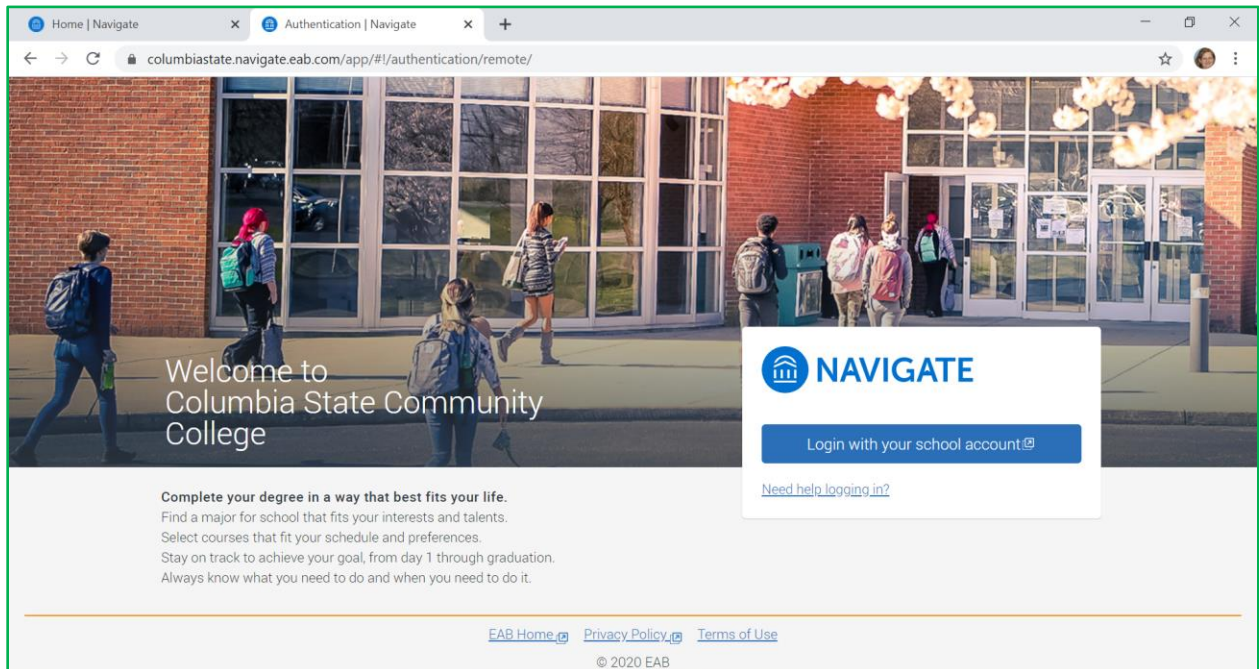


How to Make a Tutoring Appointment Using Navigate

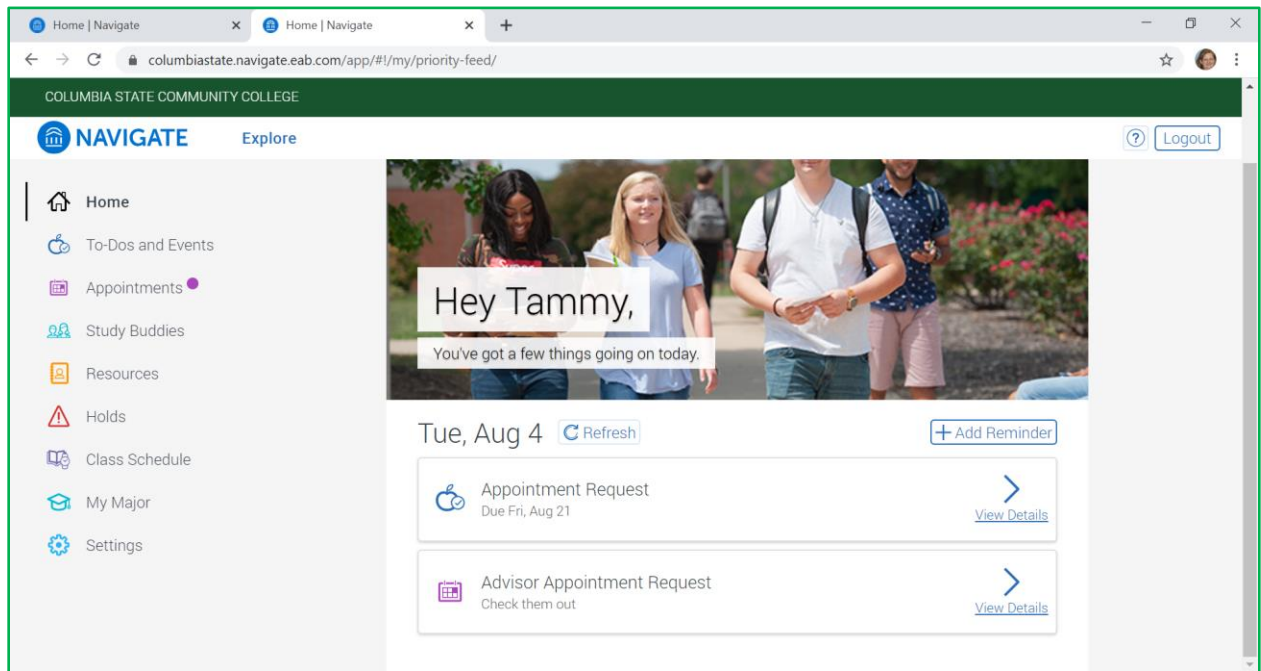
Welcome to the **Tutoring and Learning Center** (TLC) at Columbia State Community College!

Please see below for helpful steps on how to make a tutoring appointment using Navigate:

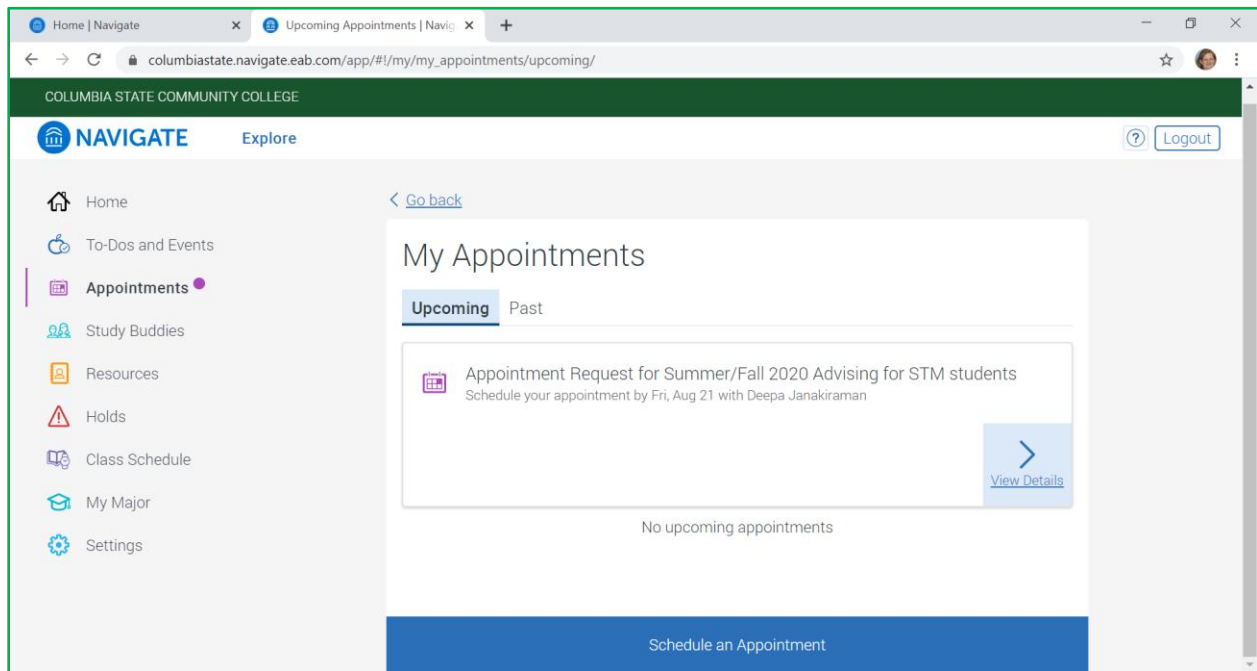
1. Log in to www.columbiastate.edu/navigate > Click on Student Link > log in to Navigate using your school account user name and password



2. Click Appointments (see purple icon) located at the left navigation.



3. Click on Schedule an Appointment at the bottom of the page.



4. From the “Reason” tab, click on the “select” arrow.

The screenshot shows a web browser window with the URL `columbiastate.navigate.eab.com/app/#/my/appointments/appointment_reason/`. The page is titled "Appointment Scheduling" and has a sidebar menu on the left with options: Home, To-Dos and Events, Appointments (selected), Study Buddies, Resources, Holds, Class Schedule, My Major, and Settings. The main content area has tabs: Reason (selected), Location & Staff, Available Times, and Confirm. Below the tabs, the "Reason" section contains a text input field with the placeholder "What type of appointment would you like to schedule?" and a blue "Select" button with a right-pointing arrow.

5. Scroll down and click on the “Tutoring” option, which will then highlight. Click on the blue “Answer next question” at the bottom.

The screenshot shows the same web browser window, but the "Reason" section now displays a list of appointment types with radio buttons: Advising, Faculty Office Hours, Orientation, Computer Lab Reservations, and Tutoring. The "Tutoring" option is selected and highlighted with a blue background. Above the list is a "Back to Reason" link. At the bottom of the page, there is a blue button labeled "Answer Next Question" with a right-pointing arrow.

6. Now you choose the best answer to why you'd like to see a tutor.

Choices are:

- **Course Based Tutoring** [for the classes you're taking]
- **Test Prep** (ACT, Accuplacer, Praxis) [for specific tests you're preparing for]
- **Career Prep** [for resume writing, interview and other help]

The screenshot shows a web browser window with the URL `columbiastate.navigate.eab.com/app/#/my/appointments/appointment_reason/`. The page header includes the college name and the NAVIGATE logo. A sidebar on the left contains navigation links: Home, To-Dos and Events, Appointments (highlighted with a purple dot), Study Buddies, Resources, Holds, Class Schedule, My Major, and Settings. The main content area is titled "Appointment Scheduling" and includes an "Exit" button. Below the title is a "Back to Reason" link and a text prompt: "To help you find a time, please tell us why you'd like to see someone." Three radio button options are listed: "1. Course-based Tutoring", "2. Test Prep (ACT, Accuplacer, Praxis)", and "3. Career Prep".

7. If you selected “Course-Based Tutoring” (which will likely fit most students’ situation), then you can select your *general* subject. Don’t worry; specific choices are on the next screens! Choose from:
- Math
 - Science
 - Writing

The screenshot shows the 'Appointment Scheduling' page in the NAVIGATE system. The page has a green header with 'COLUMBIA STATE COMMUNITY COLLEGE' and a navigation menu on the left. The main content area is titled 'Appointment Scheduling' and includes a 'Back to Reason' link and an 'Exit' button. Below this, there is a section titled 'Choose from the following options and click Next.' with three radio button options: Math, Science, and Writing.

8. For the next tab “Location & Staff”, select your location as **Virtual Campus**.

The screenshot shows the 'Location & Staff' page in the NAVIGATE system. The page has a green header with 'COLUMBIA STATE COMMUNITY COLLEGE' and a navigation menu on the left. The main content area is titled 'Appointment Scheduling' and includes a 'Go back' link and an 'Exit' button. Below this, there is a tabbed interface with four tabs: Reason, Location & Staff (selected), Available Times, and Confirm. The 'Location & Staff' tab is active, showing a text input field labeled 'What location do you prefer?' and a 'Select' button.

9. Then select an available tutor:

	Margaret Maxey	Anne Reeves	Jonathan Stone
8 AM CT			
9 AM CT			
10 AM CT			
11 AM CT			

10. Now on the “Available Times” tab, select a date. Note that blue boxes denote open times. Or you can click on the blue “Next Week” arrow to see upcoming dates. Select an open time and enter any notes you would like to share with your tutor.

COLUMBIA STATE COMMUNITY COLLEGE

NAVIGATE

Explore

Reason

Location & Staff

Available Times

Confirm

Available Times

Select a day and time.

Next Week >

SUN 02 Aug

MON 03 Aug

TUE 04 Aug

WED 05 Aug

THU 06 Aug

FRI 07 Aug

SAT 08 Aug

(3)

Before noon

After noon

11:00 AM

11:30 AM

Other Options

Request another time

11. Now, on the final tab “Confirm”, click to confirm your appointment.

The screenshot shows the 'Confirm' tab of the Accuplacer Math appointment scheduling interface. The interface has a green header bar with 'COLUMBIA STATE COMMUNITY COLLEGE' and a 'NAVIGATE' logo. A sidebar on the left lists various navigation options: Home, To-Dos and Events, Appointments (highlighted with a purple dot), Study Buddies, Resources, Holds, Class Schedule, My Major, and Settings. The main content area has a breadcrumb trail: Reason > Location & Staff > Available Times > Confirm. The 'Confirm' tab is active, showing the appointment details: 'Accuplacer - Math', 'One Time Appointment', 'Wed, Aug 05', '11:30 am - 12:00 pm', and 'Margaret Maxey'. Below this, there is a section for 'Anything specific you want to discuss?' with a text input field labeled 'Comments for your ...'. At the bottom, there is an 'Appointment Reminder' section with a checked checkbox and the text 'Send email to tborren@columbiastate.edu'.

12. You did it! An e-mail reminder will automatically be sent to your Columbia State e-mail address and to your tutor. It will include the Zoom link to click and enter your tutor’s Zoom room at the appointment time.

The screenshot shows the 'Appointment Scheduling' confirmation screen. The interface has a green header bar with 'COLUMBIA STATE COMMUNITY COLLEGE' and a 'NAVIGATE' logo. A sidebar on the left lists various navigation options: Home, To-Dos and Events, Appointments (highlighted with a purple dot), Study Buddies, Resources, Holds, Class Schedule, My Major, and Settings. The main content area has a title 'Appointment Scheduling' and a colorful graphic of a graduation cap with stars. Below the graphic, it says 'Appointment Scheduled' and 'Great job scheduling your appointment!'. At the bottom, there is a button labeled 'Schedule another appointment' and a blue button labeled 'Done'.

To get the most out of your live tutoring session with your Columbia State tutor, be sure to come prepared with textbook, course materials and questions. This will help you maximize your one-on-one tutoring session!

Questions? Contact the Tutoring and Learning Center at Tutoring@ColumbiaState.edu