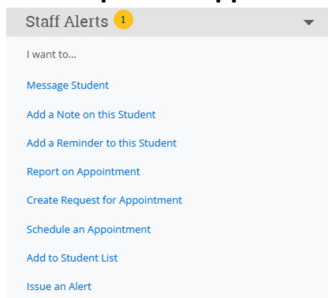


## Reporting on Appointments/Interventions/Conferences in Navigate

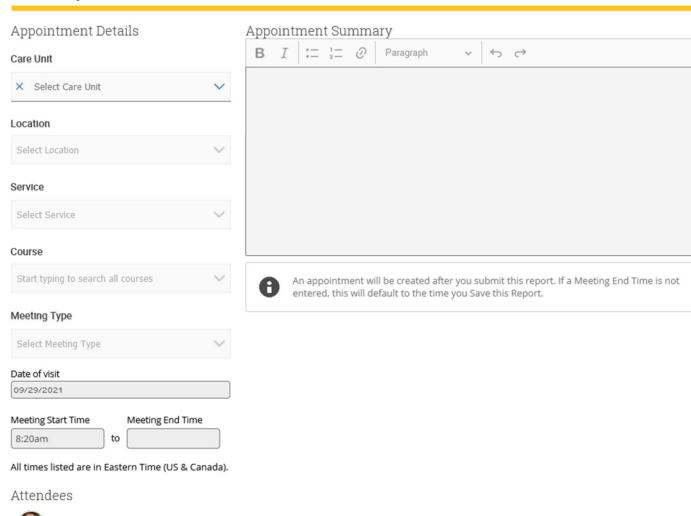
1. Select the **student** for whom you wish to record an interaction.

2. Click **Report on Appointment** from the menu on the right.



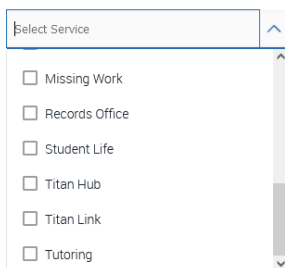
A screenshot of a dropdown menu titled "Staff Alerts" with a yellow notification icon. The menu lists several options: "I want to...", "Message Student", "Add a Note on this Student", "Add a Reminder to this Student", "Report on Appointment", "Create Request for Appointment", "Schedule an Appointment", "Add to Student List", and "Issue an Alert".

3. Select **Faculty** or **Advising** for the **Care Unit**, depending on if you are working with one of your students or one of your advisees. Interactions with your students should be recorded under the Faculty care unit.



A screenshot of the "Appointment Details" form. It includes fields for "Care Unit" (with a dropdown), "Location" (with a dropdown), "Service" (with a dropdown), "Course" (with a search bar), "Meeting Type" (with a dropdown), "Date of visit" (with a date picker), "Meeting Start Time" (with a time picker), and "Meeting End Time" (with a time picker). A "Summary" text area is on the right. A note at the bottom states: "An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report."

4. Select the **Location** and then select the **Service/Reason**—for advising, this may be advising, selecting courses or graduation audit. For meetings with students, you have different options, including places you might refer them to on campus.



A screenshot of a dropdown menu titled "Select Service". The menu lists several options: "Missing Work", "Records Office", "Student Life", "Titan Hub", "Titan Link", and "Tutoring".

5. Select the **Course** if it is a student from one of your classes.

6. **Skip** the meeting type if you want. It's not necessary to put in anything for this.

7. Complete the rest of the form—meeting time and appointment summary.