

Navigate Scheduling Instructions

Student Exams

1. Login to Navigate account
2. Schedule an Appointment

Current Student Notifications 0

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue a Student Notification](#)

3. Choose Filters

- Care Unit: Academic Support and Student Success
- Location: Academic Success Center (ASC)
- Service: UAFS Course Exam Proctoring (Full/Synchronous Online Only)
- Course: *Leave blank*
- Meeting Type: In-person
- Comments: List Instructor's name

Care Unit
Academic Support and Student Success

Location
Academic Success Center (ASC)

Service
UAFS Course Exam Proctoring (Full/Synchronous ...)

Course

Meeting Type
In-person

Comments
Jack Jackson

4. Select the date

Select a Date

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5. Select an organizer (Academic Success Center)

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="radio"/>	Success Center, Academic	For: Appointments Mon, Wed 9:00am - 10:00am CT (September 16, 2022 - September 25, 2022) For: Appointments Mon, Wed 11:00am - 12:30pm CT (September 16, 2022 - September 25, 2022) For: Appointments Tue, Thu 1:00pm - 3:00pm CT (September 16, 2022 - September 25, 2022) For: Appointments Tue, Thu 3:00pm - 5:00pm CT (September 16, 2022 - September 25, 2022) For: Appointments Fri 9:00am - 11:00am CT (September 16, 2022 - September 25, 2022) For: Appointments Fri 11:00am - 1:00pm CT (September 16, 2022 - September 25, 2022) For: Appointments Mon, Wed 9:00am - 11:00am CT (October 5, 2022 - October 12, 2022) For: Appointments Fri 9:00am - 11:00am CT (October 5, 2022 - October 12, 2022) For: Appointments Mon, Wed 11:00am - 1:00pm CT (October 5, 2022 - October 12, 2022) For: Appointments Fri 11:00am - 1:00pm CT (October 5, 2022 - October 12, 2022) For: Appointments Tue, Thu 1:00pm - 3:00pm CT (October 5, 2022 - October 12, 2022) For: Appointments Tue, Thu 3:00pm - 5:00pm CT (October 5, 2022 - October 12, 2022)
<input type="radio"/>	Hill, Derek	

6. Choose a time to meet

- (Change length of appointment to 60 minutes)

Choose A Time To Meet

Length:

- Select exam proctoring availability

TIME SLOT	09/11 (SUN)	09/12 (MON)	09/13 (TUE)	09/14 (WED)	09/15 (THU)	09/16 (FRI)	09/17 (SAT)
6:00am - 7:00am CT							
7:00am - 8:00am CT							
8:00am - 9:00am CT		CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	
9:00am - 10:00am CT			CONFLICTS		CONFLICTS	0/31 CONFLICTS	
10:00am - 11:00am CT					CONFLICTS	<input checked="" type="checkbox"/> 0/31	
11:00am - 12:00pm CT						<input type="checkbox"/> 0/16	
12:00pm - 1:00pm CT		CONFLICTS		CONFLICTS		0/16 CONFLICTS	
1:00pm - 2:00pm CT		CONFLICTS		CONFLICTS		CONFLICTS	
2:00pm - 3:00pm CT							

7. Click "Save Appointment"