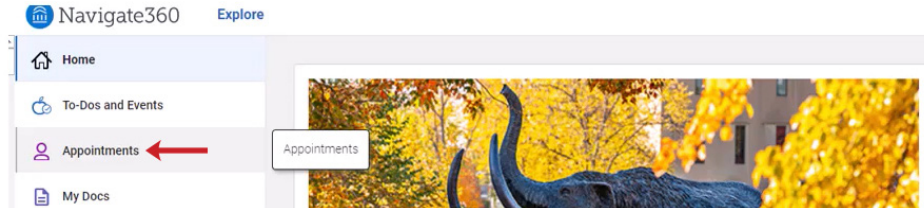


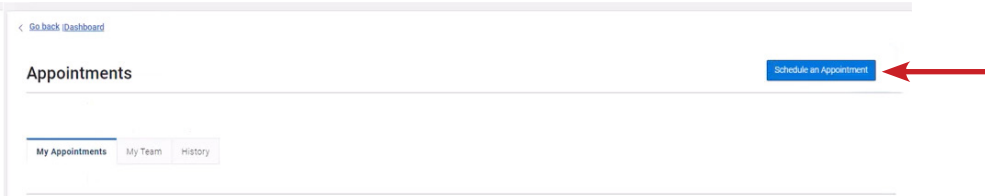
SCHEDULING APPOINTMENTS

HOW DO I USE NAVIGATE?

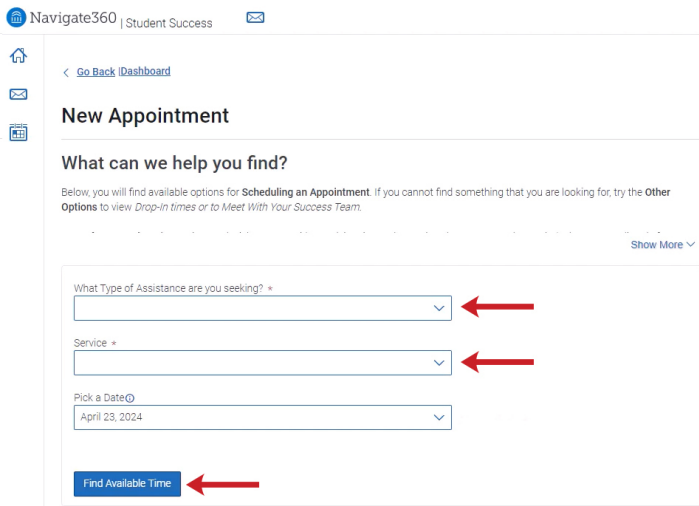
1. Log in to Navigate from goPFW or through the Navigate App. Then click on **Appointments** in the left side menu.



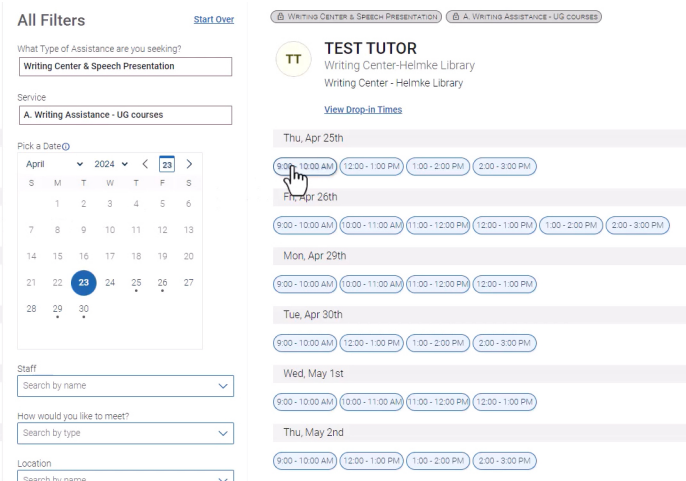
2. Click the **Schedule an Appointment** button on the upper right side of your screen.



3. Select the type of Assistance (**Writing Center & Speech Presentation**), and choose the Service (**Writing Assistance** or **Speech/Presentation Assistance**). You can leave the **Pick a Date** field alone; you can narrow the time and date in the next screen. Then click **Find Available Time**.



4. Adjust and narrow your choices. Then choose a time from the options on the right side of the screen.



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SCHEDULING APPOINTMENTS

5. Confirm the appointment information. Scroll down to choose if you want to meet in-person or virtually, type the course you need assistance with (ex. ENGL 13100) and other information you would like your consultant to know into the comments box, and include a phone number for text message reminders (if applicable). Then click **Schedule**.

Review Appointment Details and Confirm

What Type of Assistance are you seeking? Writing Center & Speech Presentation	Service A. Writing Assistance - UG courses
Date 04/25/2024	Time 9:00 AM - 10:00 AM
Location Writing Center-Helmke Library Writing Center - Helmke Library	
Staff TEST TUTOR	
Details In-Person Appointments: Please come to [building, room] and check in at the desk upon your arrival. Virtual Appointments: At the time of your appointment, please sign in to the meeting room link listed on your email.	
How would you like to meet? * In-Person <input checked="" type="checkbox"/> <input type="checkbox"/> x	
You are seeing the meeting types available for this time slot.	
Would you like to share anything else? <input type="text"/>	
Email Reminder <input checked="" type="checkbox"/> Reminder will be sent to navigatesupport@pfw.edu	
Text Message Reminder <input checked="" type="checkbox"/>	
Phone Number for Text Reminder <input type="text"/>	
<input type="button" value="Schedule"/>	

To connect with your consultant

Virtual Appointments

1. When it's time for your appointment, click the Zoom link in your confirmation email, or the appointment block in Navigate.
2. You will enter the waiting room for your consultant. They will let you in when they are ready to begin the appointment.

In-Person Appointments

1. Go to the First Floor Service Desk in Helmke Library
2. Let them know you're there for a Writing Center appointment.
3. The Service Desk employee will connect you with your consultant.

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