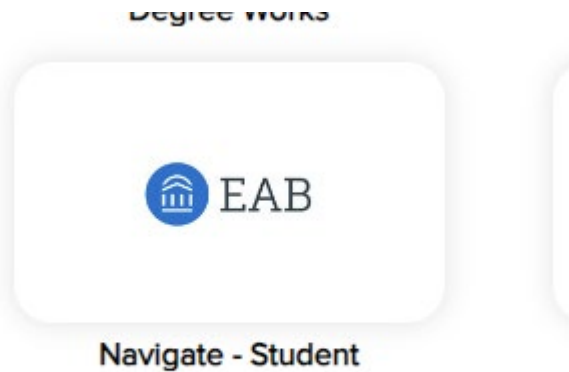
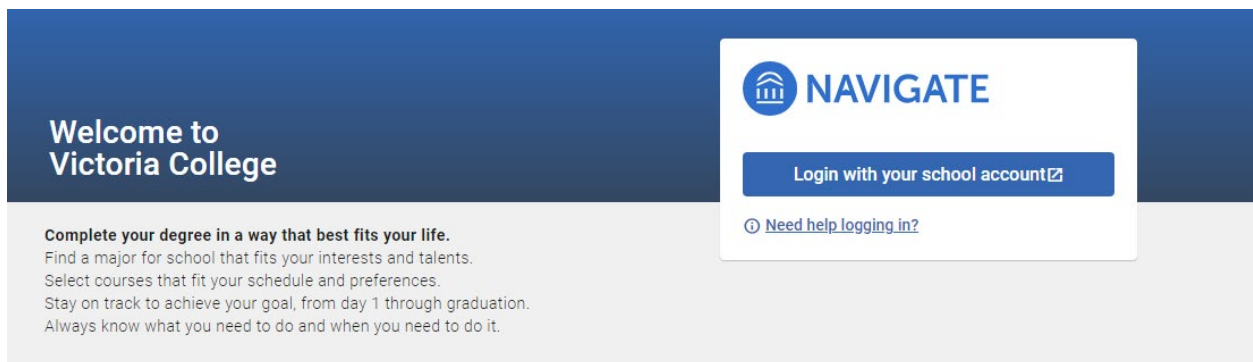


## Navigate Appointment Instructions

1. To participate in a WebEx tutoring session, you must schedule with at tutor at least 24 hours in advance through Navigate. To access Navigate appointments, first log into your pirate portal and select “Navigate-Student.”

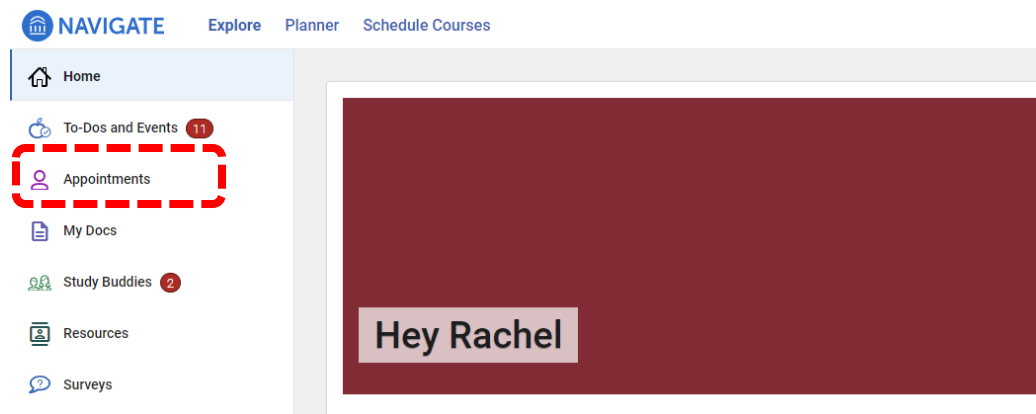


2. You will be taken to the following login screen:



Choose “Login with your school account.”

3. You will then enter your Navigate dashboard. Select “Appointments.”



4. On the next screen, choose “Schedule an Appointment.”

[Go back](#) | [Dashboard](#)

## Appointments

Schedule an Appointment

My Appointments

My Team

History

Upcoming

5. On the next screen, for the prompt “What type of appointment would you like to schedule?” choose **Tutoring**. For the prompt “Service,” choose the class number for which you would like to attend tutoring. For the prompt “Pick a Date,” choose a date for which you’d like to attend tutoring. WebEx tutoring sessions *must be scheduled at least 24 hours in advance* and **require** you to have a working draft of your document or exercises.

### new Appointment

## What can we help you find?

Pathway advisors are generally available for appointments Sept.-Nov. and Feb.-June. Select “Academic Advising” and select your pathway to find available time to meet with your advisor.

During our busiest registration periods in Dec.-Jan. and July-Aug., meetings with pathway advisors are available only

[Show More](#) ▾

What type of appointment would you like to schedule? \*

Tutoring

Service \*

ENGL 1301

Pick a Date📅

January 20, 2024

Find Available Time

When you choose a date, you will also be able to toggle across other dates to see alternate availabilities. Click on each date to check availabilities.

# New Appointment

## All Filters

[Start Over](#)

What type of appointment would you like to schedule?

Tutoring

Service

ENGL 1301

Pick a Date

January 2024 < 19 >

S	M	T	W	T	F	S
	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	31			

Staff

TUTORING ENGL 1301

## 2 Locations

< Sat, Jan 20th >

### Tutoring: WebEX Virtual Tutoring

Victoria College Virtual Tutoring

KS 1 Person

No availability for this day

### Tutoring: Johnson Hall

Face-to-face tutoring

JE KB MR TL 4 People

No availability for this day

6. Once you've selected your date and time, you will be able to view the appointment confirmation screen. This screen will provide you important details about your session and how to prepare for it. You will also be able to see the tutor's WebEx room address. You will need to save this address to attend your session. Set yourself a reminder of some kind to be prompt to your session.

## Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Tutoring

Service

ACCT 2301

Date

01/20/2024

Time

11:30 AM - 12:00 PM

Location

Tutoring: WebEX Virtual Tutoring  
Victoria College Virtual Tutoring

Staff

Valerie Smith (she/her)

Details

\*\*\*MATH and ACCOUNTING students\*\*\*

You are responsible for knowing formulas! I can help determine which one to use, but you need to bring the formulas to your appointment. Especially statistics and business math!!

\*\*\*If this is an ONLINE appointment\*\*\*

You MUST have the ability to share your screen. I can walk you through how to share your screen, but you will be expected to share it. Your camera can remain off, but I need to see what you see.

If you have trouble connecting or need to schedule tutoring outside these posted hours, text me at [361.433.5354](tel:3614335354). I do not work Mondays at all.

<https://victoriacollege.webex.com/meet/valerie.smith>

URL / Phone Number

3614335354

Scroll down o the bottom of your screen to schedule. You may also add your phone number for an automated text message reminder for your session.

How would you like to meet? \*

Virtual

You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to rachel.ospina@victoriacollege.edu

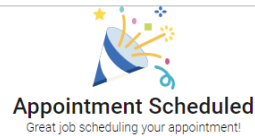
Text Message Reminder

Phone Number for Text Reminder

Schedule

7. After selecting “Schedule,” you will receive a confirmation screen like this one.

**Success!**



[View Appointments](#)

[Schedule Another Appointment](#)

You will also receive an email to your student email account. If you are attending English tutoring, be sure to submit your document to your tutor at least 24 hours in advance to his/her email so that he/she can assist you during your session. To attend your session, simply click on the WebEx room link in your appointment confirmation email.