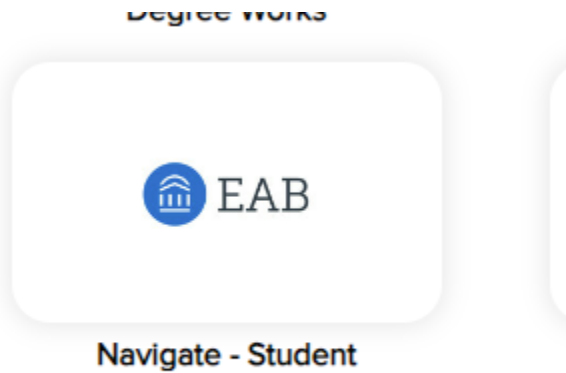
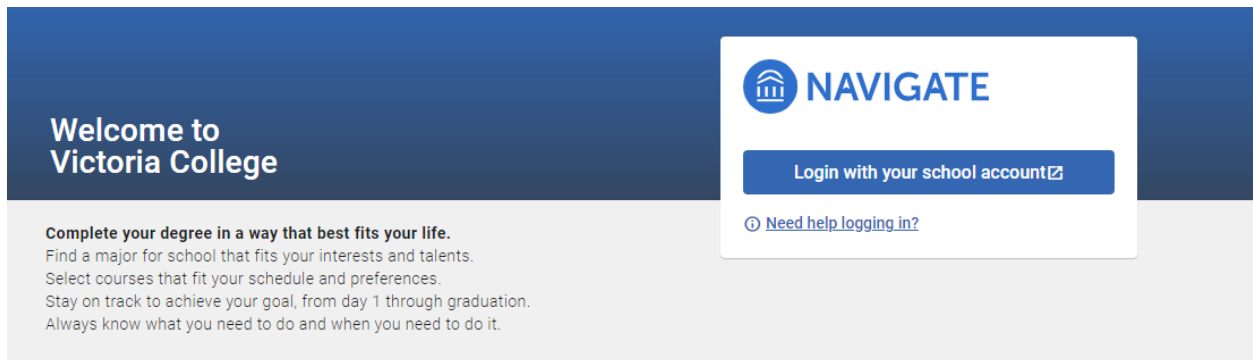


Navigate Appointment Instructions

1. **To participate in a WebEx or one-on-one In-Person learning assistance session, you must schedule with a learning assistant at least 24 hours in advance through Navigate.** To access Navigate appointments, first log into your pirate portal and select “Navigate-Student.”

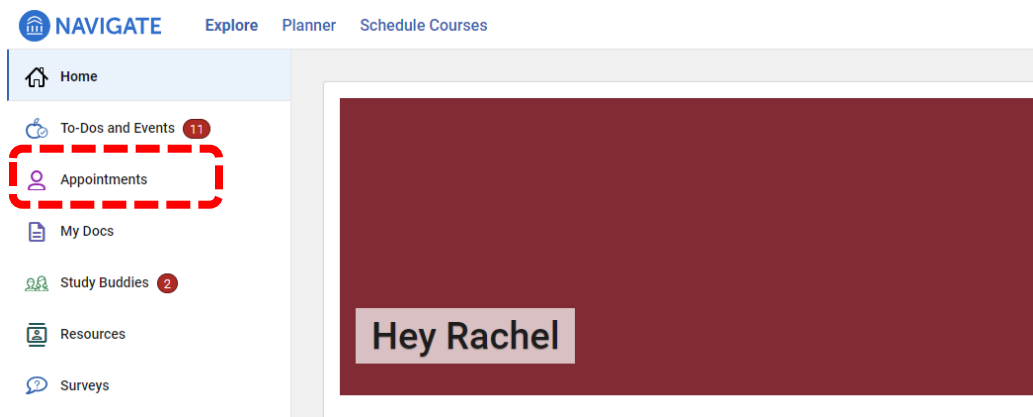


2. You will be taken to the following login screen:

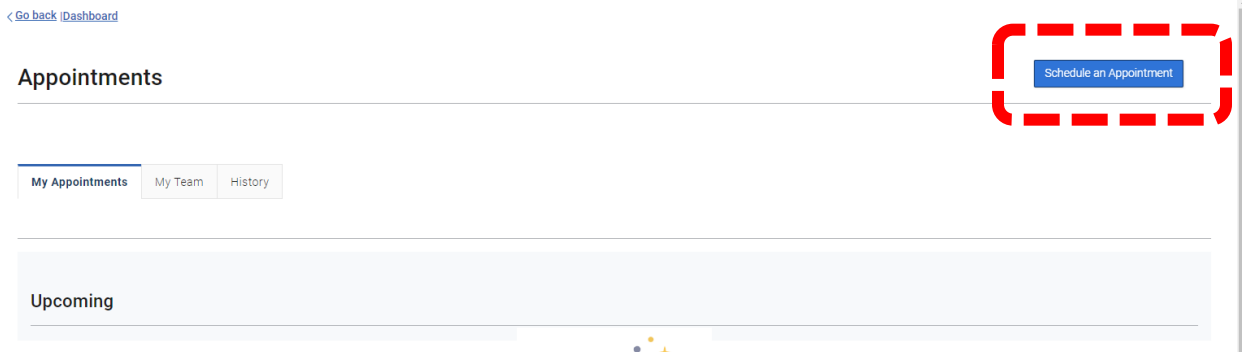


Choose “Login with your school account.”

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



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



- On the next screen, for the prompt “What type of appointment would you like to schedule?” choose **Learning Labs**. For the prompt “Service,” choose the subject or skill area for which you would like assistance. For the prompt “Pick a Date,” choose a date for which you’d like to attend.

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? *

Learning Labs ✕ ▾

Service *

Study Strategies ✕ ▾

Pick a Date🕒

September 26, 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 what appointments are availability.

All Filters Start Over

What type of appointment would you like to schedule?

Learning Labs

Service

Study Strategies

Pick a Date

September 2024 < 26 >

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					

Staff

Search by name

How would you like to meet?

Search by type

LEARNING LABS STUDY STRATEGIES

KS

Kati Scott

Learning Lab: WebEX

Victoria College Virtual Tutoring

Tue, Oct 1st

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 6:00 - 6:30 PM

Tue, Oct 8th

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM 5:00 - 5:30 PM 5:30 - 6:00 PM 6:00 - 6:30 PM

Tue, Oct 15th

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 6:00 - 6:30 PM

Tue, Oct 22nd

1:30 - 2:00 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM 4:30 - 5:00 PM 5:00 - 5:30 PM 5:30 - 6:00 PM 6:00 - 6:30 PM

Don't see anything that works for you?

[Request Alternate Appointment Time](#)

There may be other locations that support Appointment Requests.

- Once you've selected your date and time, you will be able to view the appointment confirmation screen. This screen will provide you with important details about your session and how to prepare for it. You will also be able to see the learning assistant's WebEx room address if the appointment is going to be virtual.

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Learning Labs	Service Study Strategies
Date 10/01/2024	Time 1:30 PM - 2:00 PM
Location Learning Lab: WebEX Victoria College Virtual Tutoring	
Staff Kati Scott	
Details Please email me with any questions at all :) here is my student email... v00165248@student.victoriacollege.edu Please email me a draft of your paper 24 hours in advance. Thank you for using the VC Learning Lab! here is the link to make future appointments https://victoriacollege.campus.eab.com/pal/TByG-tjzRg	

Scroll down to the bottom of your screen to select how you would like to meet – virtual or in-person. 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

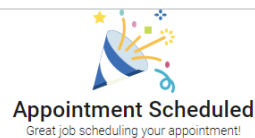
Text Message Reminder

Phone Number for Text Reminder

[Schedule](#)

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

Success!



[View Appointments](#) [Schedule Another Appointment](#)

You will also receive an email to your student email account.

If you are attending for assistance with a written paper, please submit your document to the learning assistant at least 24 hours in advance by sending it to his/her email so that he/she can assist you during your session. If you are attending for another reason (not a written paper), please be prepared with your book, assignment, and any other materials that may be needed.

To attend your session virtually, simply click on the WebEx room link in your appointment confirmation email.