

Working with Group Appointments

Sometimes you may wish to create an appointment for multiple students at the same time. One student per appointment is the default maximum. But you can configure your availability to allow for nearly unlimited. G

Note: Group appointments cannot be created for appointment campaigns. However, they can be created as staff as internally-made appointments.

Defining Availability for Groups

First, you must create an availability rule to override the default of one student per appointment. It is recommended to first review the “Setting Up Your Appointment Availability” before continuing with this process.

Enter the maximum number of students for each availability rule you wish to create (see bottom).

MODIFY AVAILABILITY

Location
Office of Advising - 1119, East Building

Services

- Academic Planning
- Appeals and Policies
- Major Exploration
- Opportunities Outside of the Classroom (Internships, etc.)
- Other Academic or Personal Reason
- Student Support & Resources

Special Instructions for Student

B *I* [List] [Undo] [Redo]

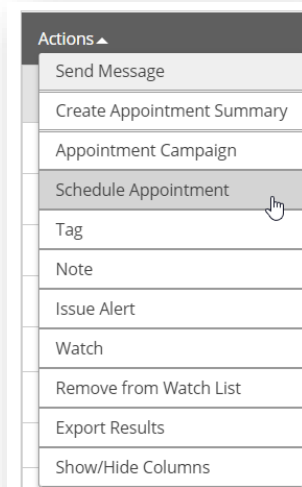
Will you be meeting with multiple students?
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment
99999

Cancel Save

Scheduling a Group Appointment

First, select the students you wish to schedule group meeting and click “Schedule Appointment” underneath the Actions menu. This can be done from a variety of places including your Home page, a Lookout List, a Saved Search, or an Advanced Search result.



Next, proceed with the prompts as usual for scheduling multiple individual meetings at once. Select the applicable Care Unit, Location, and Organizer. Once you select an organizer, find a time slot that works for you and the students selected.

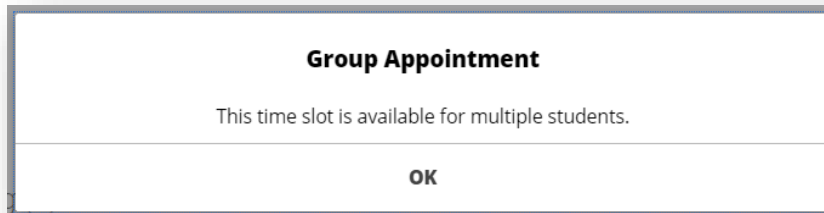
Note: the example below shows what an open time slot looks like for 9999 students (first defined in availability rules).

Choose A Time To Meet

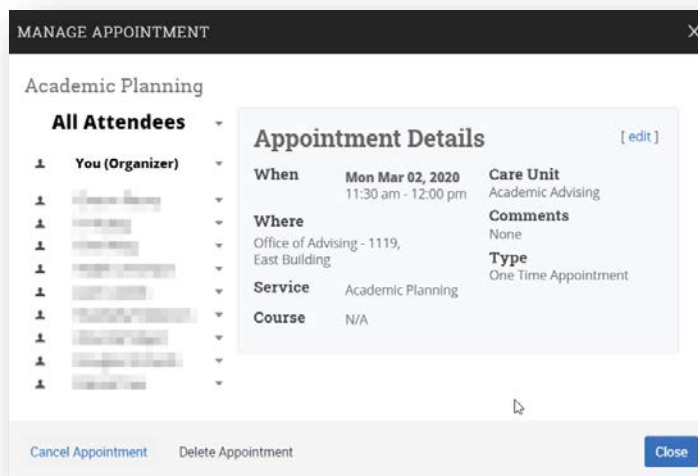
Length: 30 min

TIME SLOT	03/01 (SUN)	03/02 (MON)	03/03 (TUE)	03/04 (WED)
9:00am - 9:30am	<input type="checkbox"/>	<input type="checkbox"/> 0/9999	<input type="checkbox"/> 0/9999	<input type="checkbox"/> 0/9999
9:30am - 10:00am		0/9999 CONFLICTS	<input type="checkbox"/> 0/9999	<input type="checkbox"/> 0/9999
10:00am - 10:30am		0/9999 CONFLICTS	<input type="checkbox"/> 0/9999	0/9999 BUSY
10:30am - 11:00am		0/9999 CONFLICTS	<input type="checkbox"/> 0/9999	0/9999 BUSY
11:00am - 11:30am	<input type="checkbox"/> 0/9999	DROP-IN	<input type="checkbox"/> 0/9999	0/9999 BUSY
11:30am - 12:00pm	<input type="checkbox"/> 0/9999	DROP-IN	<input type="checkbox"/> 0/9999	0/9999 BUSY
12:00pm - 12:30pm	<input type="checkbox"/> 0/9999	DROP-IN	<input type="checkbox"/> 0/9999	0/9999 BUSY
12:30pm - 1:00pm	<input type="checkbox"/> 0/9999	DROP-IN	0/9999 CONFLICTS	<input type="checkbox"/> 0/9999

Selecting a time option that works for all selected students will result in the following confirmation box to appear.



After scheduling you can manage the appointment (such as reschedule/cancel) by reviewing "Upcoming Appointments" in the right column of your home page. You can optionally message individual attendees from here if desired.



Note: Be mindful of your max student availability rules when creating group appointments. Navigate WILL create multiple appointments regardless if you exceed your max availability rule.

Example 1 (Ideal Example): You set availability rule for max 10 students. You then create an appointment for 8 students and select 2 times. Navigate will create two group appointments for 8 attendees.

Example 2 (Cautionary Example): You set availability rule for max 1 student. You then create appointment with 10 students and select 10 times. Navigate will create ten one-person appointments for each of the 10 times (100 appointments total).