

Dickinson

**Using Navigate360:
How to Report on an Appointment**

Report on an Appointment

1. Return to the **Home** screen (if not already there).

2. Click the **Appointments** tab.

The screenshot shows the Dickinson College Staff Home interface. At the top, there is a red header with "DICKINSON COLLEGE" and a navigation bar with "Navigate360 | STUDENT SUCCESS" and various icons. A sidebar on the left contains a home icon (circled in red) and other navigation options. The main content area is titled "Staff Home" and has tabs for "Students", "Appointments" (circled in red), "My Availability", and "Appointment Queues". Below the tabs, there is a section for "Upcoming Appointments" with a "Care Unit" dropdown set to "All Care Units". A table lists upcoming appointments with columns for Actions, Date/Time, Attendee, Service, Comment, URL/Phone Number, Report Filed?, Details, and Pre Appt Questions. Two appointments are listed: one on 02/13/2025 and another on 02/14/2025. On the right side, there are sections for "Dickinson", "Actions" (with links like "Issue an Alert" and "Upload Profile Picture"), "Quick Links" (with links like "School Information" and "Appointment Campaigns"), and "Upcoming Appointments".

Actions	DATE/TIME	ATTENDEE	SERVICE	COMMENT	URL/PHONE NUMBER	REPORT FILED?	DETAILS	PRE APPT QUESTIONS
<input type="checkbox"/>	02/13/2025 3:15pm - 3:45pm ET	1/1	General Student Appointment-30 minute			Not Yet.	Details	N/A
<input type="checkbox"/>	02/14/2025 1:45pm - 2:15pm ET	1/1	Academic Advising Session-30 minute			Not Yet.	Details	N/A

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3. Click the checkbox next to the appointment you want to report on.

4. Under Recent Appointments, click **Actions** and then **Add Appointment Summary**.

*Note: To indicate a missed appointment, select **Mark No-Show** instead.*

DICKINSON COLLEGE

Navigate360 | STUDENT SUCCESS

Recent Appointments

Care Unit: All Care Units

	APPT ID	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	REPOP FILED?	DETAILS	PRE APPT QUESTIONS
<input checked="" type="checkbox"/>	1/1	02/14/2025 11:15am - 11:45am ET (30m)	Academic Advising Session-30 minute	N/A			Not Yet.	Details	N/A
<input type="checkbox"/>	1/1	02/13/2025 10:30am - 11:00am ET (30m)	General Student Appointment-30 minute	N/A			Not Yet.	Details	N/A
<input type="checkbox"/>	1/1	02/11/2025 1:00pm - 1:30pm ET (30m)	Academic Advising Session-30 minute	N/A			Not Yet.	Details	N/A
<input type="checkbox"/>	1/1	02/10/2025 3:00pm - 3:30pm ET (30m)	Academic Advising Session-30 minute	N/A			Not Yet.	Details	N/A
<input type="checkbox"/>	1/1	02/10/2025 1:30pm - 2:00pm	General Student	N/A			Not Yet.	Details	N/A

Academic Advising Session-30 minute With (she/her/hers) 02/14/2025 1:45pm ET

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5. Include whatever notes you will find helpful for future use. Many areas will fill in automatically from the original appointment, and other areas are all optional. **Appointment Summary** will likely be the most helpful for yourself.
6. Click **Save this Report** at the bottom (*not pictured*).

The screenshot displays a web form for reporting on an appointment. The form is titled "Appointment Details" and includes the following sections:

- Appointment Details:** Academic Advising Session-30 minute, 02/13/2025 11:15am - 11:45am ET.
- Care Unit:** Faculty (dropdown menu).
- Location:** Faculty Office (dropdown menu).
- Service:** ACADEMIC ADVISING SESSION-30 MINUTE (dropdown menu).
- Course:** Start typing to search all courses (dropdown menu).
- Meeting Type:** Select Meeting Type (dropdown menu).
- Date of visit:** 02/13/2025.
- Meeting Start Time:** 11:15am to **Meeting End Time:** 11:45am.

The **Summary Details For** section includes:

- Assignments Discussed:** (dropdown menu).
- Objectives of the Session:** (dropdown menu).
- Study Skills Used:** (dropdown menu).
- Goals for Next Session:** (dropdown menu).

The form also contains a series of questions with radio button options (Yes, No, N/A):

- Student arrived on time and was ready to begin our session.
- Student was prepared (attended class, read lesson, had notes, etc.)?
- Student asked for explanation of material not understood?
- Student responded positively to instruction (as you suggested)?
- Student was aware of future assignments?
- Student shows a better understanding of the material since our last session.

The **Appointment Summary** section features a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Link, Bulleted List, Numbered List, and Undo/Redo.