

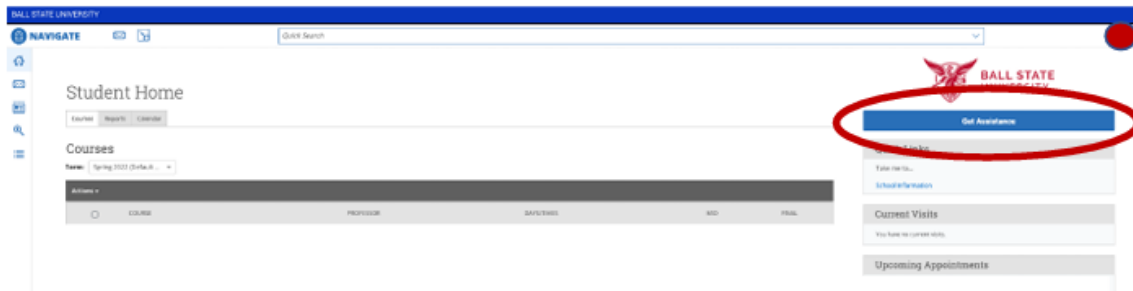


**BALL STATE
UNIVERSITY**
Learning Center

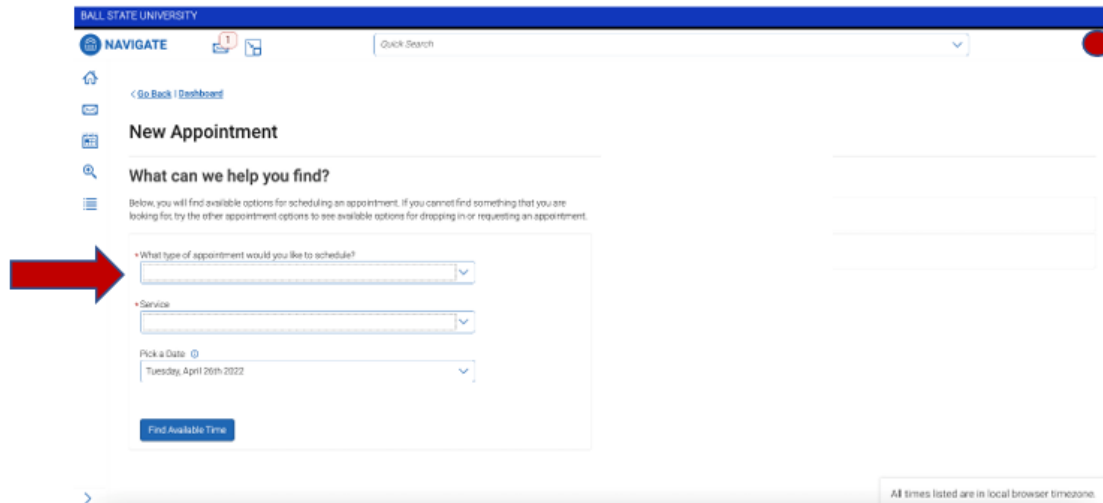
www.bsu.edu/learningcenter
learncenter@bsu.edu
(765) 285-1006

How To Schedule a Tutoring Appointment in Navigate

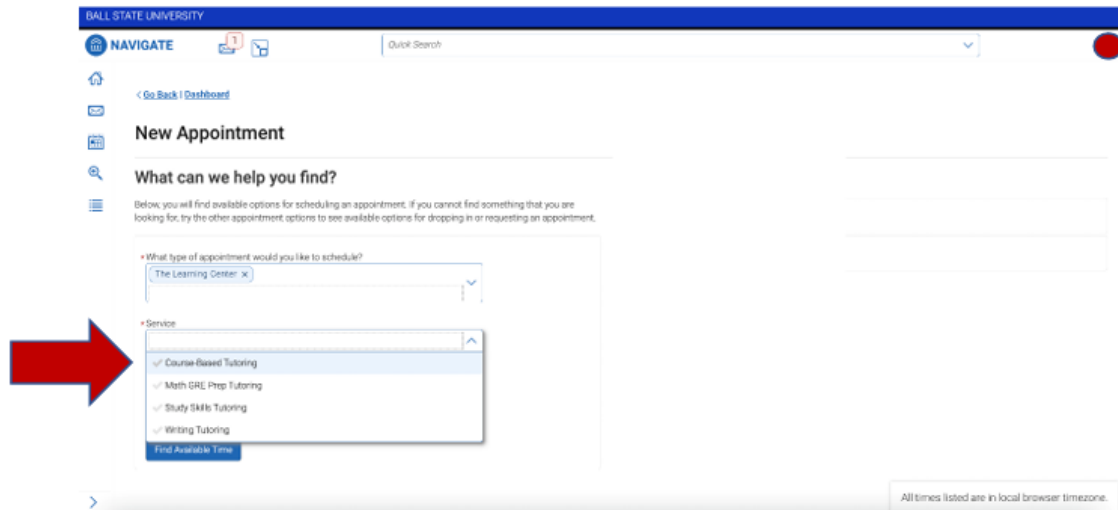
1. Log into your Navigate Home Page. Use <https://bsu.campus.eab.com> through June 5, 2022 and <https://bsu.navigate.eab.com> starting June 6. and click on the “Get Assistance” button



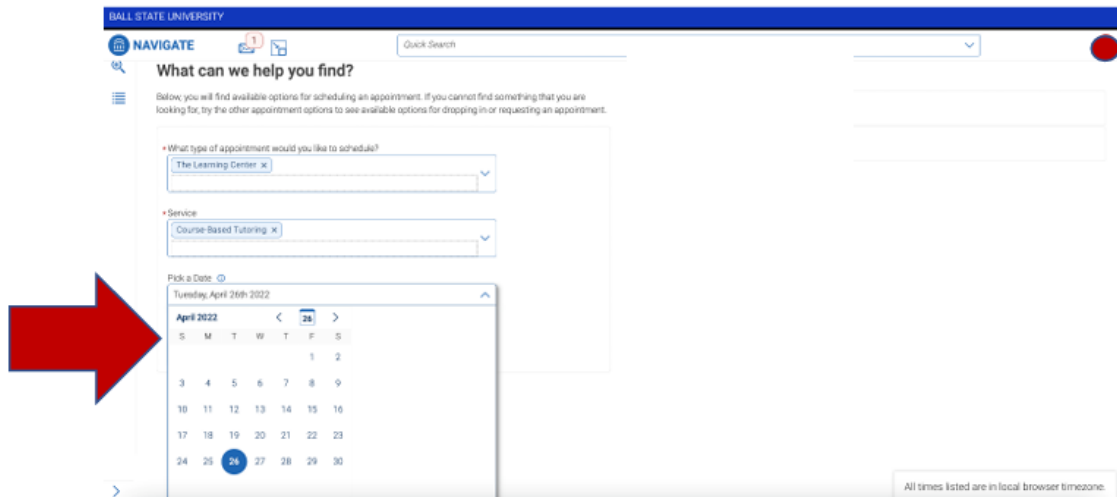
2. Under “What type of appointment would you like to schedule?”, choose “The Learning Center”



3. Select the Service: This can be Course-Based Tutoring, Math GRE Prep Tutoring, Study Skills Tutoring, or Writing Tutoring



4. Pick a date you'd like to meet for tutoring and click on "Find Available Times"



5. For Course-Based Tutoring, select the course for which you are seeking tutoring

BALL STATE UNIVERSITY

NAVIGATE

Quick Search

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

The Learning Center

Service

Course-Based Tutoring

Pick a Date

April 2022

S M T W T F S

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

The Learning Center

In-person appointments occur in North Quad Room 350. If you need a testing appointment sooner than the availabilities below, please contact the Learning Center. Phone: 765-285-1006. Email: learncenter@bsu.edu

[View Drop-in Times](#)

AG LH ME RC 4 People

[View individual availabilities](#)

Please select one of the courses below to see available times at this location

- Applied Calculus 1 (MATH-161)
- Organic Laboratory 2 (CHEM-242)
- Organic Chemistry 2 (CHEM-232)

Staff

All times listed are in local browser timezone.

6. Choose an available time from the list and click on that time

BALL STATE UNIVERSITY

NAVIGATE

Quick Search

New Appointment

All Filters [Start Over](#)

What type of appointment would you like to schedule?

The Learning Center

Service

Course-Based Tutoring

Pick a Date

April 2022

S M T W T F S

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

Tutor Name

RC The Learning Center

In-person appointments occur in North Quad Room 350. If you need a testing appointment sooner than the availabilities below, please contact the Learning Center. Phone: 765-285-1006. Email: learncenter@bsu.edu

Wed, Apr 27th

4:15 - 5:15 PM 5:15 - 6:15 PM 6:15 - 7:15 PM

Fri, Apr 29th

2:30 - 3:30 PM 3:30 - 4:30 PM 4:30 - 5:30 PM 5:30 - 6:30 PM 6:30 - 7:30 PM

Staff

All times listed are in local browser timezone.

7. In the “Review Appointment Details and Confirm” screen, scroll down and fill in the required information

The screenshot shows the 'Review Appointment Details and Confirm' screen on the Ball State University NAVIGATE portal. The appointment details are as follows:

What type of appointment would you like to schedule?	Service
The Learning Center	Course Based Tutoring

Date	Time
04/29/2022	4:30 PM - 5:30 PM

Location: The Learning Center
In-person appointments occur in North Quad Room 350. If you need a testing appointment sooner than the availabilities below, please contact the Learning Center. Phone: 765-285-1006. Email: learncenter@bsu.edu

Staff: Ross Culy

Course: Applied Calculus 1 (MATH-161)

Below the details, there are three red arrows pointing to the following fields:

- How would you like to meet?** (Dropdown menu with 'In Person' selected)
- Would you like to share anything else?** (Text input field)
- Phone Number for Text Reminder** (Text input field)

The **Schedule** button is circled in red, with a red arrow pointing to it and the text 'Click Schedule' next to it.

Three red-bordered boxes provide instructions:

- Select "How would you like to meet?" (In Person or Virtual, depending on availability)**
- In the "Would you like to share anything else?" box, enter any comments you'd like your tutor to know about why you are coming in for tutoring**
- Enter your phone number to receive text message reminders about your appointment**

At the bottom right, it says 'All times listed are in local browser timezone.'

8. Confirmation Screen

The screenshot shows the 'Appointment Scheduled' confirmation screen on the Ball State University NAVIGATE portal. The screen displays a large 'Success!' message and a central graphic with the text 'Appointment Scheduled' and 'Great job scheduling your appointment!'. Below the graphic are two buttons: 'View Appointments' and 'Schedule Another Appointment'.

*The look of this will be changing in June 2022



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How To Cancel a Tutoring Appointment in Navigate

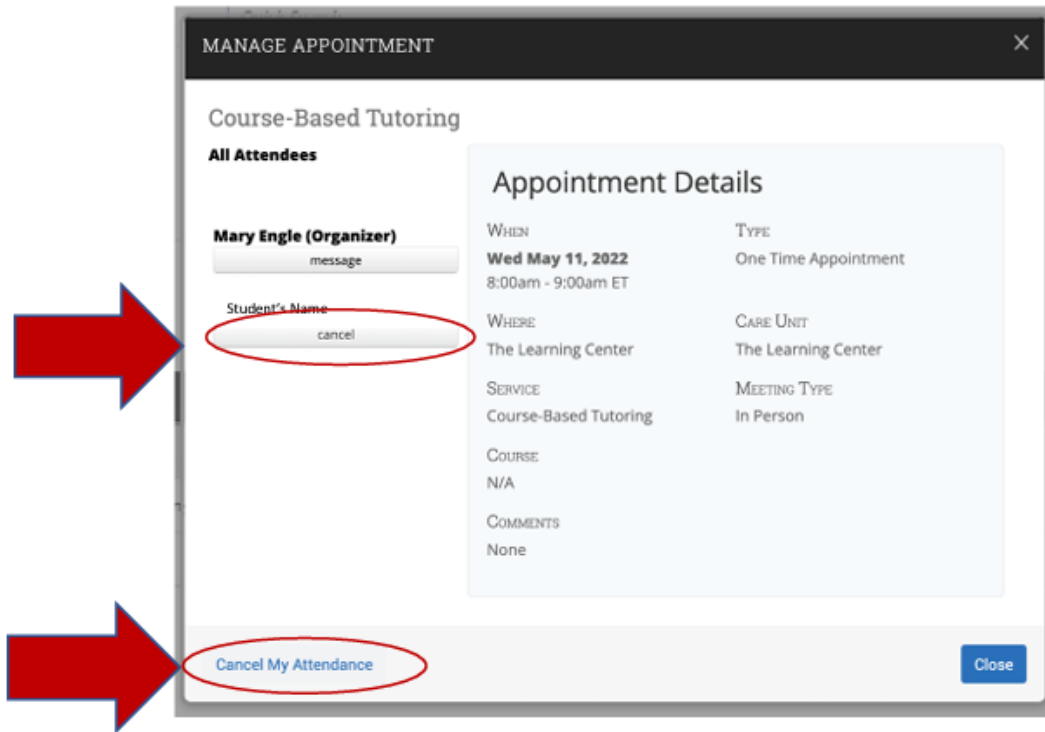
1. Log into your Navigate Home Page (<https://bsu.navigate.eab.com/>) and click on your appointment in the Upcoming Appointments tab on the right-hand side of the screen

The screenshot shows the 'Student Home' page in the Navigate system. The page includes a navigation menu on the left, a search bar at the top, and several content sections. The 'Courses' section displays a table of current courses. The 'Upcoming Appointments' section on the right is circled in red and shows a single appointment: 'Course-Based Tutoring With Mary Engle' on 05/11/2022 at 8:00am ET, with a note that 'Online Check-in is Not Available'.

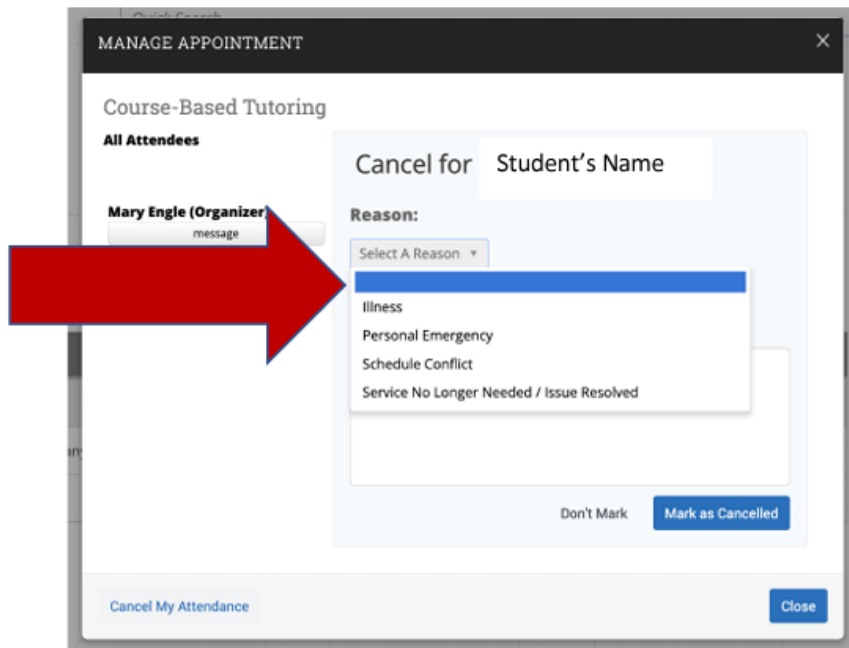
COURSE	PROFESSOR	DAYS/TIMES	IWD	FINAL
BIO-210-810 Introduction to Botany	Jessica Peables-Spencer			
PHYS-110-810 General Physics I	Yong Joe			

Upcoming Appointments
Course-Based Tutoring With Mary Engle 05/11/2022 8:00am ET Online Check-in is Not Available

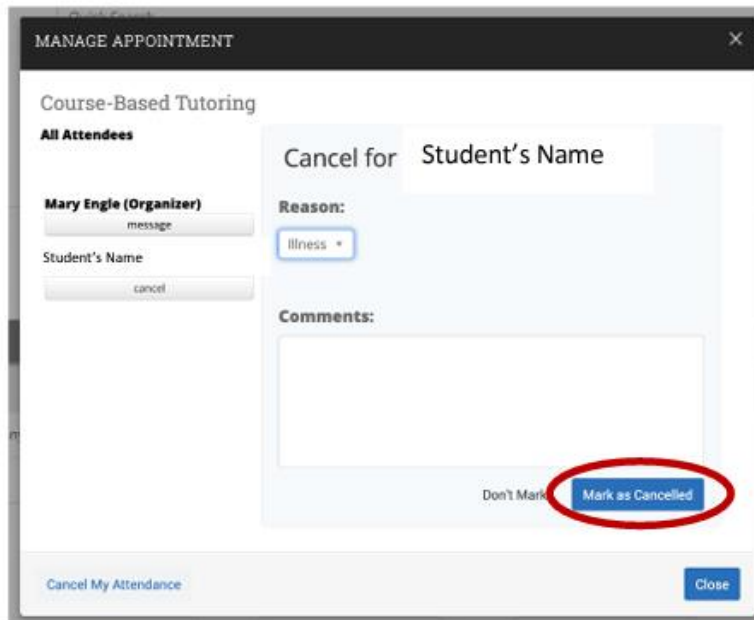
2. In the Manage Appointment box, you can click on "Cancel" under your name OR you can click on "Cancel My Attendance" at the bottom of the box



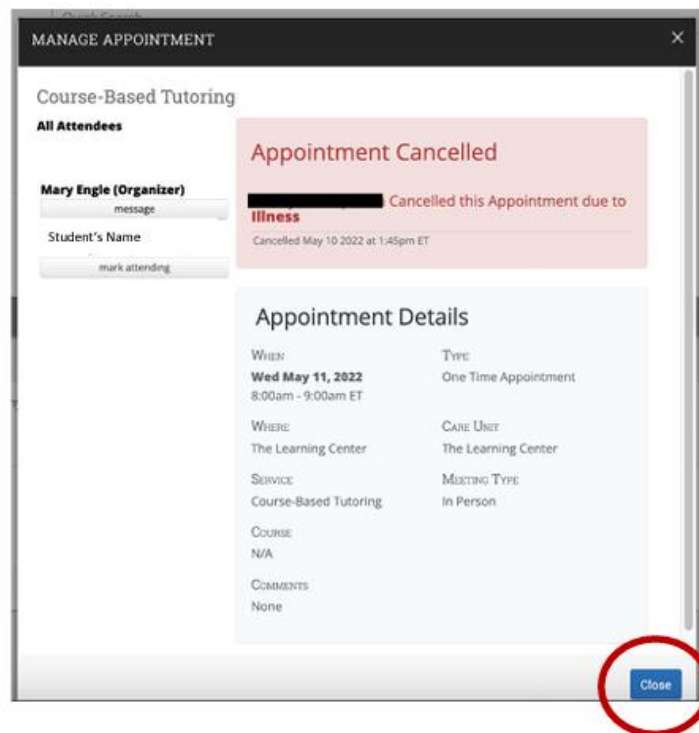
3. Select a Reason for Canceling from the drop-down menu



4. Enter any comments you'd like your tutor to know regarding the cancellation and click "Mark As Cancelled"



5. Once the appointment has been cancelled, you'll see this confirmation screen – just hit close!



*The look of this will be changing in June 2022