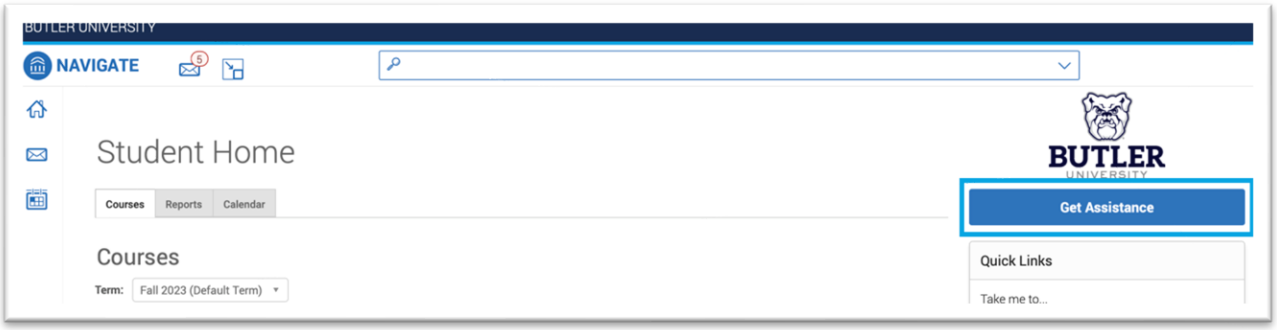
BUTLER | CENTER *for* ACADEMIC SUCCESS *and* EXPLORATION

Individualized Peer Tutoring
How to Schedule an Appointment

To begin, visit Navigate360 (butler.navigate.eab.com) directly or visit My Butler (my.butler.edu) and locate the "Navigate - Students (Student Success Management System)" icon near the bottom of the page.

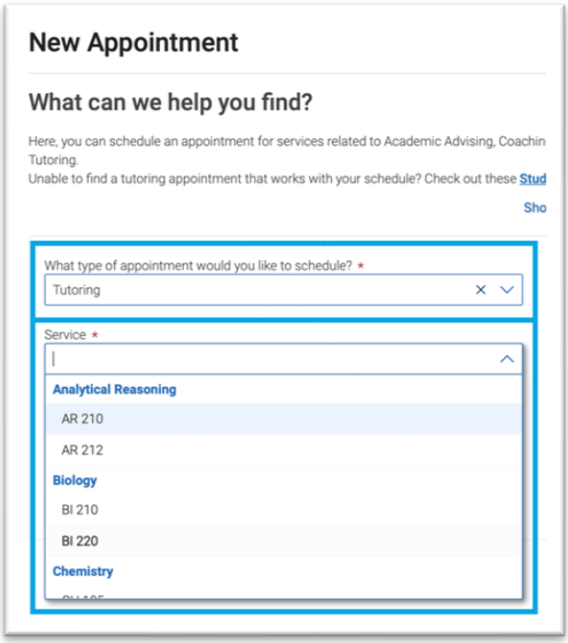
Select the "Get Assistance" button.

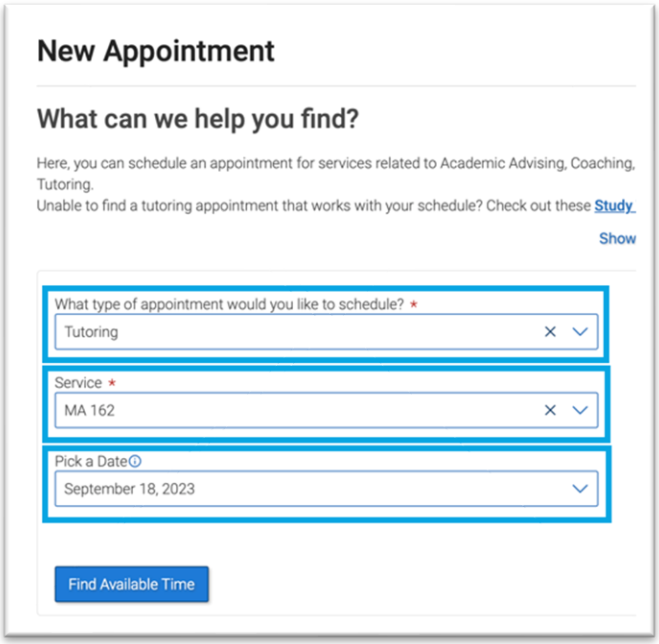


Under "What type of appointment would you like to schedule?", select "Tutoring".

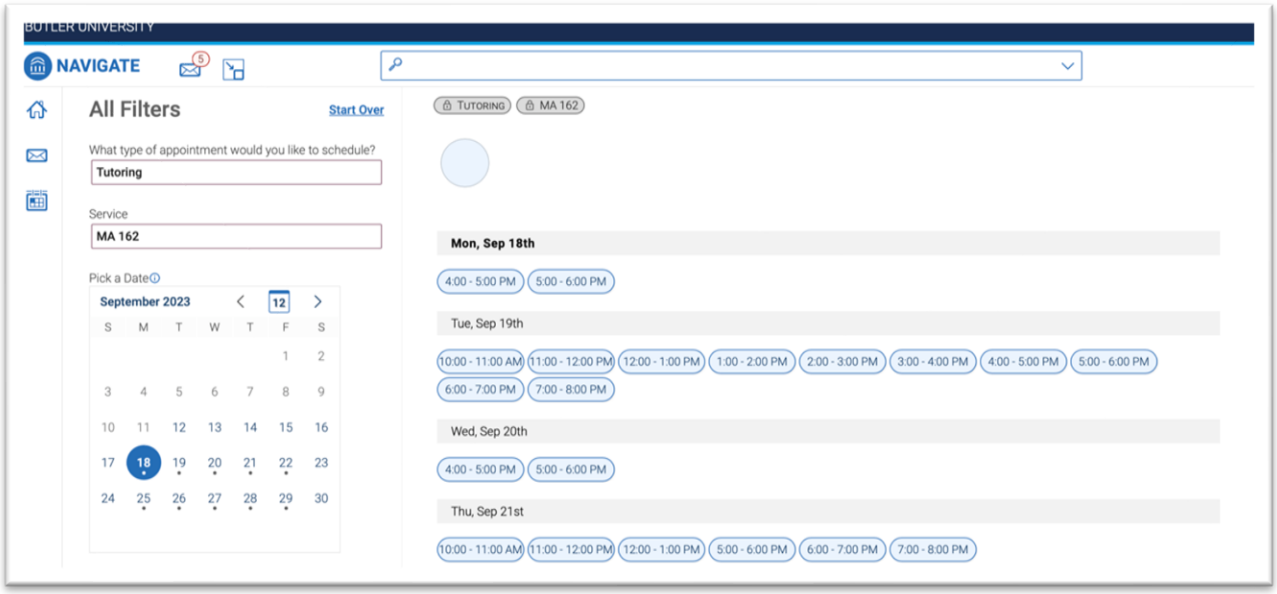
Under "Service", select the course for which you're seeking tutoring.

Under "Pick a Date", select the date on which you hope to schedule an appointment. The system will generate appointment options for dates surrounding the date selected.

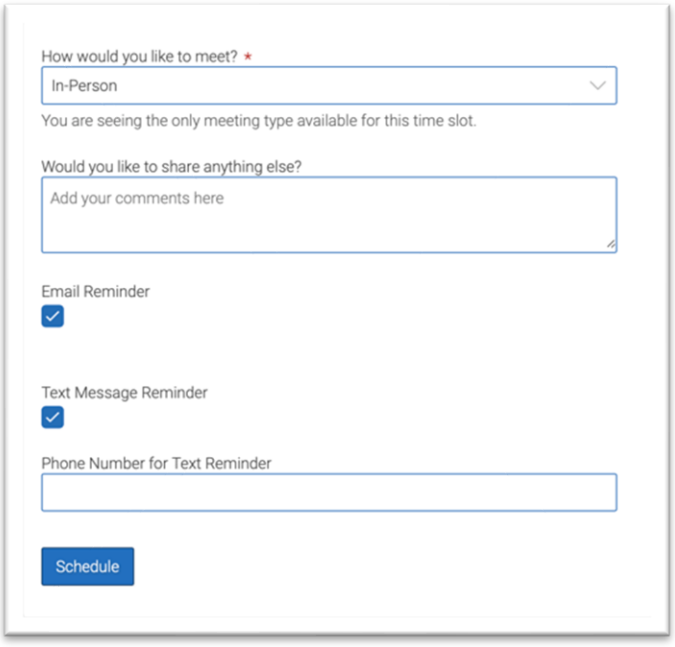




Select the date and time that works best with your schedule.



Under "How would you like to meet?", select the meeting type that suits your circumstances (In-Person, Virtual, etc.). If only one option is available, the field will read "You are seeing the only meeting type available for this time slot.".



Under "Would you like to share anything else?", include any information relevant to the appointment that would be helpful for your Tutor to know. What do you hope to accomplish during the appointment? Do you have a specific concept with which you're experiencing confusion? The more information provided, the better able your Tutor will be to assist you.

For system-generated appointment reminders, select "Email Reminder" and/or "Text Message Reminder". To receive Text Message Reminders, input your cell phone number in the "Phone Number for Text Reminder" field.