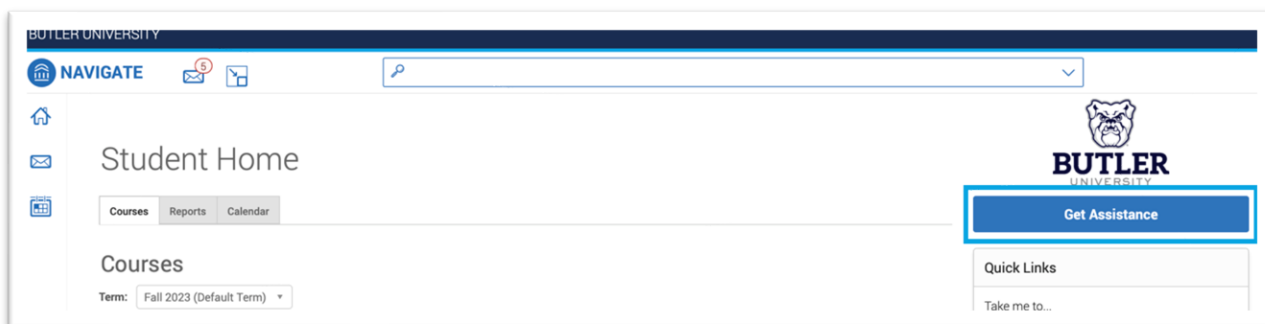


## INDIVIDUALIZED PEER TUTORING HOW TO SCHEDULE AN APPOINTMENT

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

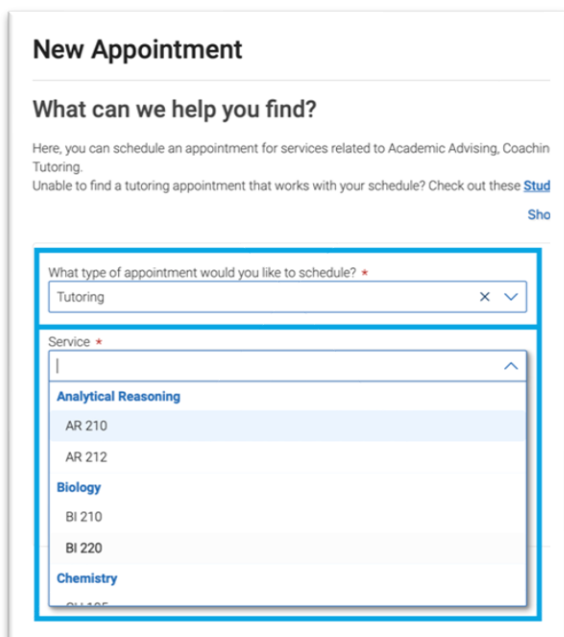
Select the “Get Assistance” button.



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.



**New Appointment**

What can we help you find?

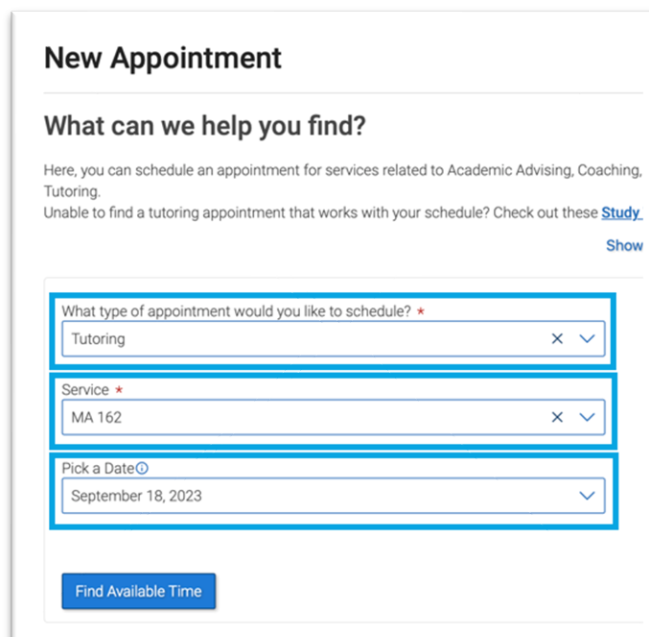
Here, you can schedule an appointment for services related to Academic Advising, Coaching Tutoring.  
Unable to find a tutoring appointment that works with your schedule? Check out these [Study](#) [Show](#)

What type of appointment would you like to schedule? \*

Tutoring x v

Service \*

- Analytical Reasoning
  - AR 210
  - AR 212
- Biology
  - BI 210
  - BI 220
- Chemistry



**New Appointment**

What can we help you find?

Here, you can schedule an appointment for services related to Academic Advising, Coaching, Tutoring.  
Unable to find a tutoring appointment that works with your schedule? Check out these [Study](#) [Show](#)

What type of appointment would you like to schedule? \*

Tutoring x v

Service \*

MA 162 x v

Pick a Date

September 18, 2023 v

Find Available Time

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

The screenshot shows the Butler University 'NAVIGATE' portal. On the left, under 'All Filters', the appointment type is set to 'Tutoring' and the service is 'MA 162'. A calendar for September 2023 is displayed, with the 18th selected. The main content area shows available time slots for four days: Monday, Sep 18th (4:00-5:00 PM, 5:00-6:00 PM); Tuesday, Sep 19th (10:00-11:00 AM, 11:00-12:00 PM, 12:00-1:00 PM, 1:00-2:00 PM, 2:00-3:00 PM, 3:00-4:00 PM, 4:00-5:00 PM, 5:00-6:00 PM, 6:00-7:00 PM, 7:00-8:00 PM); Wednesday, Sep 20th (4:00-5:00 PM, 5:00-6:00 PM); and Thursday, Sep 21st (10:00-11:00 AM, 11:00-12:00 PM, 12:00-1:00 PM, 5:00-6:00 PM, 6:00-7:00 PM, 7:00-8:00 PM).

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.”

The form contains the following fields and options:

- 'How would you like to meet?' dropdown menu with 'In-Person' selected. Below it, the text reads: 'You are seeing the only meeting type available for this time slot.'
- 'Would you like to share anything else?' text area with the placeholder 'Add your comments here'.
- 'Email Reminder' checkbox, which is checked.
- 'Text Message Reminder' checkbox, which is checked.
- 'Phone Number for Text Reminder' text input field.
- A blue 'Schedule' button.

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.