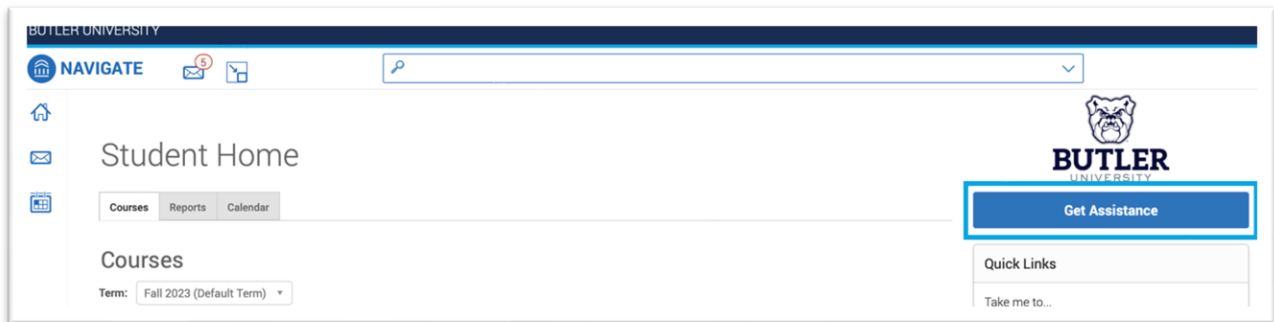


INDIVIDUALIZED PEER TUTORING HOW TO SCHEDULE AN APPOINTMENT

To begin, visit Navigate (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.

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 Shows](#)

What type of appointment would you like to schedule? *

Tutoring

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 Shows](#)

What type of appointment would you like to schedule? *

Tutoring

Service *

MA 162

Pick a Date

September 18, 2023

Find Available Time

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

The screenshot shows the Butler University appointment scheduling interface. At the top, there's a header with the university name and a 'NAVIGATE' button. Below this, there's a sidebar with 'All Filters' and a 'Start Over' link. The main area is divided into two columns. The left column has a dropdown for 'What type of appointment would you like to schedule?' with 'Tutoring' selected, and a 'Service' dropdown with 'MA 162' selected. Below these is a calendar for September 2023, with the 18th selected. The right column shows a list of available time slots for the selected date and service. The slots are grouped by day: Mon, Sep 18th (4:00 - 5:00 PM, 5:00 - 6:00 PM), Tue, 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), Wed, Sep 20th (4:00 - 5:00 PM, 5:00 - 6:00 PM), and Thu, 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 screenshot shows the appointment confirmation form. It has a dropdown for 'How would you like to meet?' with 'In-Person' selected. Below this is a message: 'You are seeing the only meeting type available for this time slot.' There is a text area for 'Would you like to share anything else?' with the placeholder text 'Add your comments here'. Below this are two checkboxes: 'Email Reminder' and 'Text Message Reminder', both of which are checked. There is a text field for 'Phone Number for Text Reminder'. At the bottom is 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.