Using Navigate to Schedule a Writing Center Appointment

The Navigate system, which is accessible to Bradley students, can be used to schedule appointments online with the Writing Center. Here are the steps you will follow to make an appointment through Navigate:

- 1. Login to <u>Navigate</u>.
- 2. On your Student Home page, click Get Assistance.

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	Actions -		Take me to					
		COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE	Schedule a General Event School Information
			Current Visits					
								You have no current visits.

3. Select Writing Center.

*What type of appointment would you like to schedule?	
I	^
O Academic Advising	
* O Academic Coaching	
O Student Support Services	
O Writing Center	
Friday, August 27th 2021	\sim

4. From the next dropdown, select the reason for scheduling your appointment from the list. These include: ESL writing assistance; APA, MLA, and CMS style guidance; grammar; internship applications and scholarship essays; brainstorming and outlining; revision; and final draft review. 5. Choose a day to have your appointment. Available times will be listed on the right for the service you requested — select one that works for your schedule.

All I	Filter	ſS				St	art Over Writing Center APA Style Help
What type of appointment would you like schedule?							Academic Success Center Cullom-Davis Library 320 View Drop-in Times
Select the appropriate serve							View individual availabilities
Pick a	Date (0		_	•		Fri, Aug 27th
					27	>	(1:00 - 1:30 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM)
Su	Мо	Tu	We	Th	Fr	Sa	Mon, Aug 30th
1	2	3	4	5	6	7	(9:00 - 9:30 AM) (9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM) (12:00 - 12:30 PM) (12:30 - 1:00 PM)
8	9	10	11	12	13	14	(1:00 - 1:30 PM)(1:30 - 2:00 PM)(2:00 - 2:30 PM)(2:30 - 3:00 PM)(3:00 - 3:30 PM)(3:30 - 4:00 PM)
15	16	17	18	19	20	21	Wed, Sep 1st
22	23	24	25	26	27	28	(1:00 - 1:30 PM) (1:30 - 2:00 PM) (2:00 - 2:30 PM) (2:30 - 3:00 PM) (3:00 - 3:30 PM) (3:30 - 4:00 PM)

6. **Review** your appointment details and **confirm** your appointment. Here, you may choose between meeting **in-person** or **virtually** via Zoom. You can also sign up for a **text/email reminder** for your appointment.



New Appointment

7. After you **confirm** your appointment by clicking the "Schedule" button, you will receive an email with next steps for your appointment.

This message will include your tutor's contact information, and specific instructions for sharing your document.