



# NAVIGATE

## *Monthly Newsletter*

NOVEMBER 2019

### RECURRING CALENDAR EVENTS

If you sync your calendar with Navigate and have had recurring busy block for a while now, I would suggest deleting them and re-adding them to your calendar. The longer the recurring events sit with no activity or “refresh” the better the chance is that they will stop syncing.



### NAVIGATE RESOURCES

Don't forget we have a large number of Navigate resources available to assist with different pieces of the platform. These include guides for multiple functionality within the platform, examples of documenting student interactions, and the student view on how to make an appointment. These resources can be found [HERE](#).



Top user within the platform for the month of October 2019 is Mohammad Sabbagh from the School of Neuroscience with the most active time on Navigate!

### DON'T FORGET

As we come to the end of the semester, students will not be able to schedule appointments on Reading Day or during exams if they were to have class during that day and time. Navigate still believes they are in classes until the end of the term, so you or another staff member would need to make them an appointment if need be since you are able to override that setting.



## Enjoy your break!