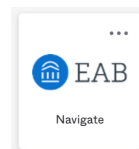


# How to Schedule a Librarian Research Help or Tutoring Appointment with EAB Navigate

Spring 2021

1. Log in at [rollins.okta.com](https://rollins.okta.com) and click on the EAB Navigate tile.



2. From your EAB Navigate home page, click the blue **Make an Appointment** button on the right side of the screen.



3. Select **Research Help or Tutoring**.

4. Under **Service**, select the type of service you need. Your options are **Librarian Research Help**, **Science Writing**, **Tutoring**, or **Writing Consultation**.

Choose the option under the Service area that most closely matches the help you need.

Note: if your courses do not have tutors available, you will not see the Tutoring option. Please email Mistie Watkins at [mwollard@rollins.edu](mailto:mwollard@rollins.edu) for additional help if you do not see this option.

*Be sure to scroll down to find the appropriate service.*

5. Pick a date, and click on **Find Available Time**.

6. On the next screen, you will see a list of tutors, writing consultants, or librarians based on your previous selections. If you have selected Tutoring, you will also see the courses you are enrolled in that have tutors available. For all appointment types other than Librarian Research Help, you may see two locations: Tutoring & Writing Center — Olin Library or Tutoring & Writing Center — VIRTUAL.

ROLLINS COLLEGE

NAVIGATE Quick Search Terms Spring 2021 - CL... ?

All Filters Start Over

What type of appointment would you like to schedule?

- Research Help or Tutoring

Service

- Course-based Tutoring

Pick a Date

February 2021

Staff

Search by name

Location

Search by name

Course

2 Locations

Tue, Feb 23rd

**Tutoring & Writing Center - Olin Library**

6 People

Please select one of the courses below to see available times at this location.

- General Biology I (BIO-120)
- Stats & Rsch Meth II w/Lab (PSY-255)
- Stats & Rsch Meth II Lab (PSY-255L)

**Tutoring & Writing Center - VIRTUAL**

All tutoring for this location is virtual and synchronous. Please visit [bit.ly/TWCDrop-ins](https://bit.ly/TWCDrop-ins) for our drop-in tutoring schedule with links to our tutors' WebEx rooms.

Drop-in Times Available

10 People

Please select one of the courses below to see available times at this location.

- General Biology I (BIO-120)
- Stats & Rsch Meth II w/Lab (PSY-255)
- Stats & Rsch Meth II Lab (PSY-255L)

Don't see anything that works for you?

[Request Alternate Appointment Time](#)

All times listed are in local browser timezone.

7. Select a tutor or librarian, location, or course to see available appointment times.

ROLLINS COLLEGE

NAVIGATE Quick Search Terms Spring 2021 - CL... ?

All Filters Start Over

What type of appointment would you like to schedule?

- Research Help or Tutoring

Service

- Course-based Tutoring

Pick a Date

February 2021

Staff

Search by name

Location

Search by name

Course

**Tutoring & Writing Center - VIRTUAL**

All tutoring for this location is virtual and synchronous. Please visit [bit.ly/TWCDrop-ins](https://bit.ly/TWCDrop-ins) for our drop-in tutoring schedule with links to our tutors' WebEx rooms.

View Drop-in Times

7 People

View individual availabilities

Wed, Feb 24th

8:00 - 8:30 AM 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 6:00 - 6:30 PM 6:30 - 7:00 PM 7:00 - 7:30 PM 7:30 - 8:00 PM

Thu, Feb 25th

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 10:30 - 11:00 AM 12:30 - 1:00 PM 1:00 - 1:30 PM

Fri, Feb 26th

8:00 - 8:30 AM 1:00 - 1:30 PM 1:30 - 2:00 PM

Sun, Feb 28th

6:00 - 6:30 PM 6:30 - 7:00 PM 7:30 - 8:00 PM 8:00 - 8:30 PM 8:30 - 9:00 PM

Mon, Mar 1st

8:00 - 8:30 AM 8:30 - 9:00 AM 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 6:30 - 6:00 PM 6:00 - 6:30 PM

Tue, Mar 2nd

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 10:30 - 11:00 AM 12:30 - 1:00 PM 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 6:00 - 6:30 PM 6:30 - 7:00 PM 7:00 - 7:30 PM 7:30 - 8:00 PM 8:00 - 8:30 PM 8:30 - 9:00 PM

Request Alternate Appointment Time

All times listed are in local browser timezone.

\*If none of the available times work for you, scroll down and click on Request Alternate Appointment Time to send an email to the office coordinator.

8. Once you select a time, you can **review your appointment details**. Please also **add information about what you're working on** to share with your librarian or tutor.

The screenshot shows the 'Review Appointment Details and Confirm' page in the Rollins College EAB Navigate system. The page has a blue header with the Rollins College logo and 'NAVIGATE' text. A sidebar on the left contains navigation icons. The main content area displays appointment details in a structured layout:

- What type of appointment would you like to schedule?**: Research Help or Tutoring
- Service**: Course-based Tutoring
- Date**: 02/26/2021
- Time**: 1:30 PM - 2:00 PM
- Location**: Tutoring & Writing Center - VIRTUAL. A note states: 'All tutoring for this location is virtual and synchronous. Please visit bit.ly/TWCdrop-ins for our drop-in tutoring schedule with links to our tutors' WebEx rooms.'
- Staff**: Jessica
- URL / Phone Number**: <https://rollins-student.webex.com/meet/>
- Course**: General Biology I (BIO-120)

Below the details, there is a section for additional information:

- Would you like to share anything else?**: A text input field with the placeholder 'Add your comments here'.
- ☒ **Email Reminder**: Reminder will be sent to [cburkley@rollins.edu](mailto:cburkley@rollins.edu)
- ☒ **Text Message Reminder**: A text input field for the phone number.

A blue 'Schedule' button is at the bottom left. A note at the bottom right states: 'All times listed are in local browser timezone.'

9. After clicking **Schedule**, you will receive an email confirmation and the appointment will show up on your EAB Navigate home page, which also includes your Class Information, reports your tutors/consultants/librarians have made in the past, and a calendar of your sessions.

**If you need to cancel an appointment**, log in, look for your appointment in the Calendar, and click Cancel Appointment at the bottom of the pop-up box. We ask that appointments be cancelled **at least 18 hours before** your scheduled appointment time. Same-day cancellations as well as no-shows mean that no other student can meet with those tutors or writing consultants. Please consult the [TWC FAQ](#) for further information on cancellations.