The **Calendar** tab provides a view of your calendar, including all appointments within Navigate360, all courses in which you currently are enrolled or teaching, all general events, and any busy times.

Note. This requires you to sync a personal or professional calendar to the platform. You will only be able to view appointments which you are attending.

To access the Calendar tab, click the calendar icon in the left-hand navigation bar. You have access to three views – **Calendar View, List of Calendar Items,** and **Settings and Sync.** Find more information about each of those views below.

Calendar View

View the calendar by any day, week, or month time frame by selecting the options on the top

right.

Notice the legend just above the calendar grid. Selecting one of the checkboxes enables associated appointments to show on the calendar grid and deselecting the checkbox hides them. All options are automatically selected by default.
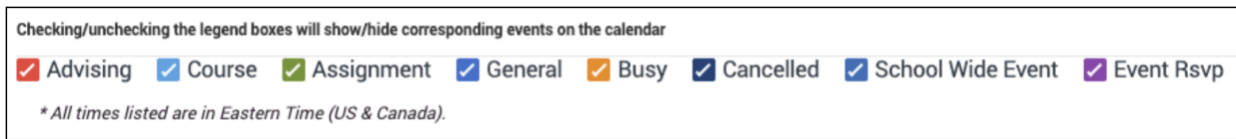
The calendar also has a time zone notification that tells you which time zone your appointments are set in.

You can print or save your calendar grid to a PDF by selecting **Print Calendar (PDF)**.

Add a scheduled appointment or create an event by selecting **Add+**. Selecting Schedule Appointment brings up the Staff Scheduling page. For more information about scheduling events as a staff member, see Scheduling Appointments for Staff or Faculty. Selecting Create Event brings up the Event creation page - refer to Creating an Event for more information.
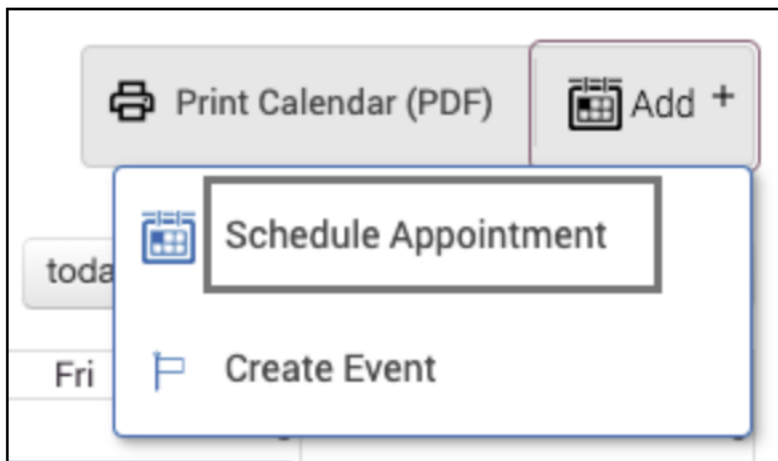
You can click on an appointment in your calendar and see more details. The information provided includes: appointment attendees, appointment organizer, date and time, Location, Service, course (if applicable), URL/phone number (if applicable), Care Unit, comments, and type of appointment.

From this screen, you can also take action on the appointments. Depending on your user permissions, you will be able to take action on either all appointments or only the appointments you personally scheduled with the student.
There are several actions available.

Message all or one attendee
> Select either **All Attendees** or an individual's name. Select **Message** from the Actions menu to send them a message about the appointment. A dialog opens that lets you choose the format of the message (either email or text), customize the message language, and attach files.

Cancel one attendee
> Select an individual's name and choose **Cancel** in the Actions menu to cancel their attendance for this appointment. A dialog opens to let you select the cancellation reason (required) and add any comments.

Cancel appointment

Click **Cancel Appointment** in the bottom left to cancel the appointment for everyone. A dialog opens for you to select who to cancel the appointment for, the cancellation reason (required), and to add any comments.

Delete appointment

Click **Delete Appointment** to delete the appointment from the Navigate360 platform.

Edit appointment

Click **Edit** to change one or more parts of this appointment. You are taken to the primary scheduling page to update any portion of the appointment. This article explains more about scheduling appointments.