Appointment Campaigns

Managing Appointment Campaigns in Nanook Navigator

How to send a reminder to students with no appointment

1. Go to your “Staff Home” role

2. Click on the Campaigns icon on the left-side panel

3. Click on Appointment Campaigns and your active campaign

4. Check Eligible Appointments and associate appointments to campaign.
5. Click on the “Appointment Not Yet Made” tab

6. Click the checkboxes near all of the students you wish to send a text nudge to, or use the select all check box.
7. Click “Actions” and then click send message

8. Click Text. Send a text to each student prompting them to schedule an appointment today. Texting policy & texting handouts

“Hi! This is Jess your advisor. Log in at https://uaf.navigate.eab.com/app/ to schedule a registration appt. today!”

Eligible Appointments

(Note: In order to be considered an Eligible Appointment, the student must be part of the campaign and their appointment must be for the same service & location as the campaign.

1. Click on your active appointment campaign.
2. Click on the Eligible Appointment tab.
3. Check the box next to each student name or select all and click “actions”.
4. Click “associate appointments” to add these students to your campaign data.

Need assistance? See more resources at https://uaf.edu/gs/nanooknavigator/ or contact uaf-nanooknavigator@alaska.edu 10/12/2022
How to add more students to an active campaign

1. Go to your “Staff Home” role

2. Click on the Campaigns icon on the left-side panel

3. Click on Appointment Campaigns and your campaign

4. Click on Edit Campaign Details (right side)

5. Click on Verify Recipients

6. Click on “Add more recipients”

7. If you are adding one student you can enter their student ID in the Keywords box and then scroll to the bottom and click search.

8. You can also add students through student lists or running any search criteria and then click search.

9. Check the boxes for the students you wish to add or the “all” box

10. Click continue through all screens until Verify and Start Page

11. Click “Send Nudge Now”

7. Compose your nudge to the newly added students. Do not remove the schedule link merge tags. Click “send to added students”.

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