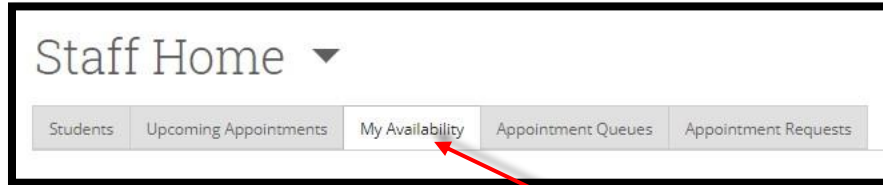
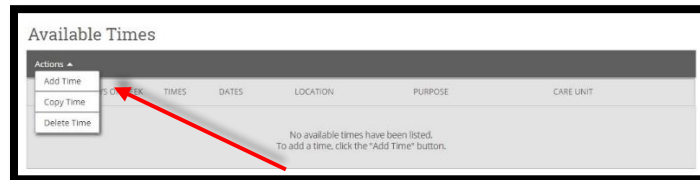


## Navigate: Setting-up Availability

- Once you have logged in to Navigate, and have synced your electronic calendar with the Navigate calendar, select the **My Availability** tab from beneath your **Staff Home**



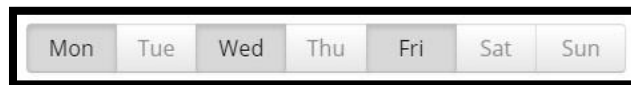
- Now click the **Actions** button from the dark gray bar, and select the **Add Time** option



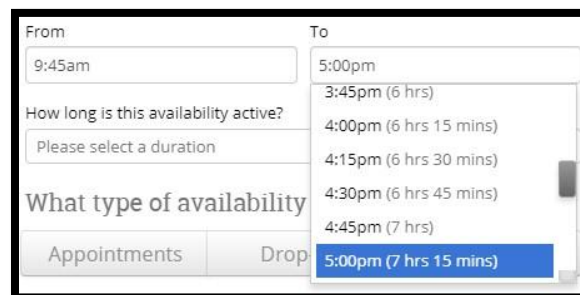
- Fill out the form that appears on your screen

A screenshot of the 'ADD AVAILABILITY' form. The form is titled 'ADD AVAILABILITY' and has a close button (X) in the top right corner. The main heading is 'When are you available to meet?'. Below this is a row of buttons for days of the week: 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun'. There are two input fields for 'From' (8:00am) and 'To' (5:00pm). Below these is a note: 'All times listed are in Central Time (US & Canada)'. There is a dropdown menu for 'How long is this availability active?' with the text 'Please select a duration'. Below that is a checkbox for 'Add to your personal availability link?' with the text 'Add this availability to your personal availability link?'. There are three buttons for 'What type of availability is this?': 'Appointments', 'Drop-ins', and 'Campaigns'. Below these are three more dropdown menus: 'Meeting Type' (Please select Meeting Types), 'Care Unit' (Please select a care unit), and 'Location' (Please select a location). At the bottom right are 'Cancel' and 'Save' buttons.

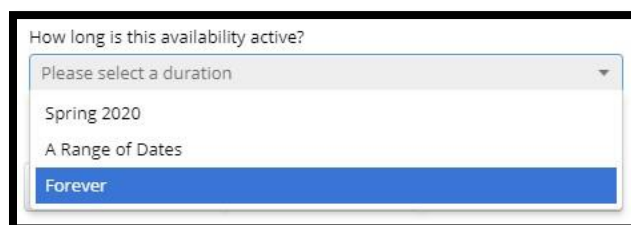
- a. Select the days of the week you are available to meet with students



- b. Adjust the start and end times to reflect how early or late you are willing to meet with a student (If you have multiple times of availability ex. 8:00am-11:30am MWF and 12:30pm-5:00pm TR – finish setting up this availability for one time frame, then repeat the steps for the second time frame. If you choose to set up your availability for a longer period of time ex. 8:00am-5:00pm MTWRF, as long as you have synced the Navigate calendar with your electronic calendar, students WILL NOT be able to schedule over appointments already placed on your electronic calendar.)



- c. Under the **How long is this availability active?** section, it is our recommendation that you select **Forever** as it is the easiest to edit when needed



- d. On **Add to your personal availability link** click the provided checkbox to create a direct link to your availability. This link can be included in emails, email signatures, etc.

A rectangular box containing the text "Add to your personal availability link?" at the top. Below it is a checked checkbox followed by the text "Add this availability to your personal availability link?".

- e. Next, select your type of availability

A horizontal row of three buttons: "Appointments", "Drop-ins", and "Campaigns". The "Drop-ins" button is highlighted with a dark border.

- f. Select the type(s) of meetings you will conduct from the **Meeting Type** box (To select multiple meeting types, click back into the box to select the next type.)

A dropdown menu titled "Meeting Type". The menu is open, showing three options: "In Person" (highlighted in blue), "Phone", and "Video Conference".

- g. The **Care Unit** reflects your academic college/school or campus units. Select the option that best suits you

A dropdown menu titled "Care Unit". The menu is open, showing a search bar at the top with the text "Please select a care unit". Below the search bar is a list of options: "College of Arts & Sciences", "Mabee Library: Center for Student Success", "Peer Educators", "School of Applied Studies", "School of Business", "School of Nursing", and "Student One Stop".

h. Your **Location** refers to your department

A screenshot of a web form titled "Location". It features a dropdown menu with a search icon on the right. The menu is open, showing a list of departments: "Select Location", "Art Department", "Biology Department", "Chemistry Department", "College of Arts & Sciences Dean's Office - Morgan 209", "Communication Studies Department", and "Computer Information Sciences Department". The "Select Location" option is highlighted in blue.

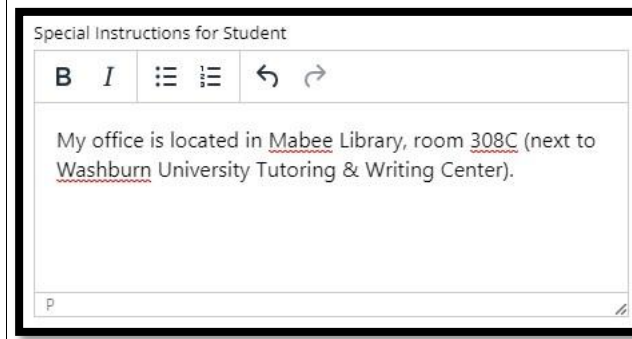
i. Under **Services**, select the reasons you are available to meet with students (To select multiple services, click back into the box to select the next service.)

A screenshot of a web form titled "Services". It shows a dropdown menu with the text "These services do not require course" above the list. The list includes "Academic or Career Advising" (highlighted in blue) and "Class Support".

j. Insert your office phone number or Zoom link here

A screenshot of a web form with a single input field. The label above the field is "URL / Phone Number". The field is currently empty.

- k. In the **Special Instructions for Student** box, tell the student where your office is located and any additional information you want them to know.



- l. Lastly, unless you would like to meet with multiple students at a time, make sure that the **Max Number of Students per Appointment** is set to **1**



- 4. Your availability is now set up, and your students can schedule appointments with you

Available Times						
Actions						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="radio"/>	Mon, Wed, Fri	9:45a-4:15p	Forever	Biology Department	Academic or Career Advising, Class Support For: Appointments/Drop-Ins/Campaigns	College of Arts & Sciences <a href="#">Edit</a>

- 5. To access your **Personal Availability Link**, click the **Copy** button located next to the link

