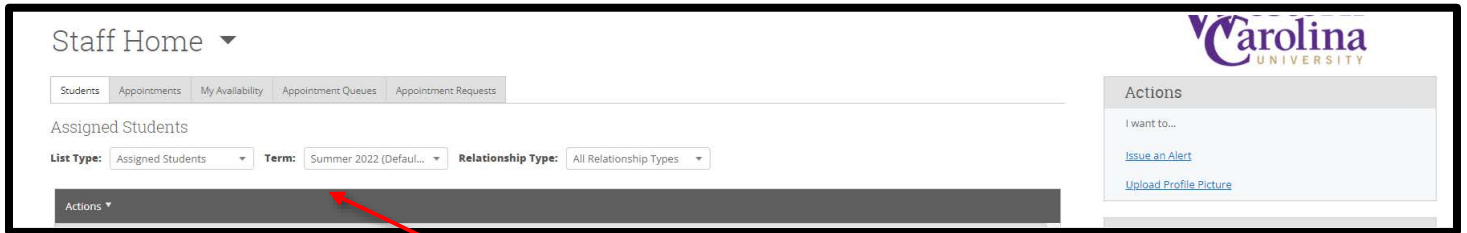
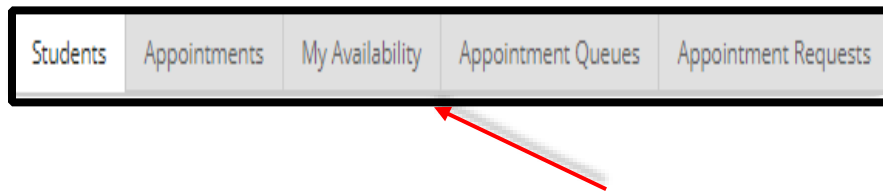


## Navigate: Setting-up Availability

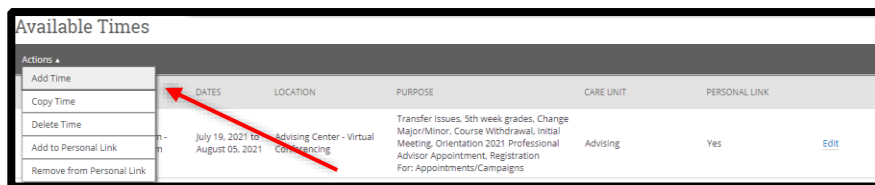
1. Once you have logged in to Navigate, and adjusted your term,



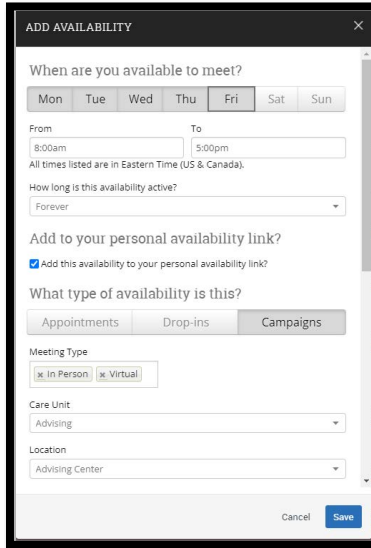
and have synced your electronic calendar with the Navigate calendar, select the **My Availability** tab from beneath your **Staff Home**



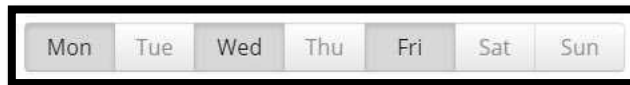
2. Now click the **Actions** button from the dark gray bar, and select the **Add Time** option



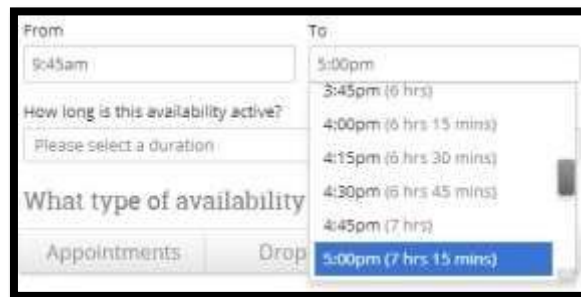
3. Fill out the form that appears on your screen




- 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.)

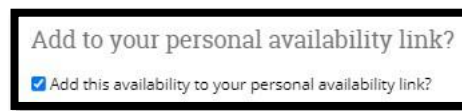


- c. Under the **How long is this availability active?** section, it is our recommendation that you select **Forever** as it is the easiest to edit when needed



A screenshot of a dropdown menu titled "How long is this availability active?". The menu is open, showing a search bar with the text "Please select a duration". Below the search bar, there are three options: "Spring 2020", "A Range of Dates", and "Forever". The "Forever" option is highlighted in blue.

- 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 screenshot of a checkbox labeled "Add to your personal availability link?". The checkbox is checked, and the text "Add this availability to your personal availability link?" is displayed below it.

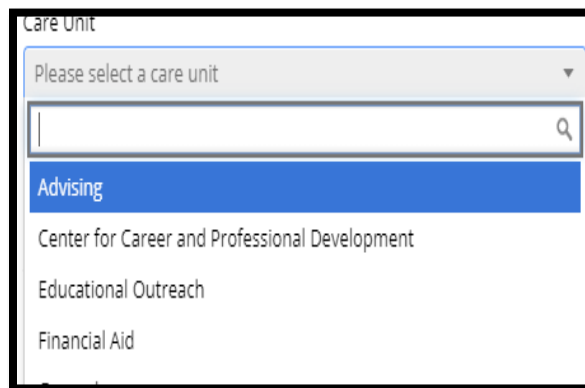
- e. Next, select your type of availability



A screenshot of three buttons for selecting the type of availability: "Appointments", "Drop-ins", and "Campaigns". The "Appointments" button is highlighted in blue.

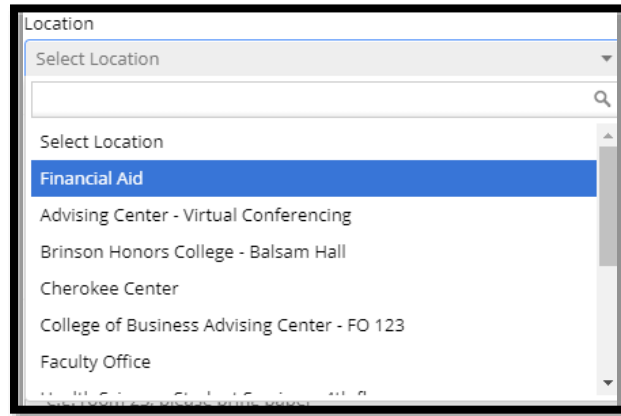
- f. You will specify the meeting in the comments box (**see letter k**)

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



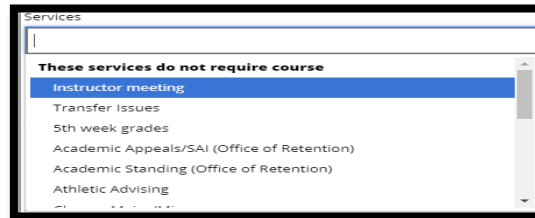
A screenshot of a dropdown menu titled "Care Unit". The menu is open, showing a search bar with the text "Please select a care unit". Below the search bar, there are four options: "Advising", "Center for Career and Professional Development", "Educational Outreach", and "Financial Aid". The "Advising" option is highlighted in blue.

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



A screenshot of a web form's 'Location' dropdown menu. The menu is open, showing a search bar at the top with a magnifying glass icon. Below the search bar, the text 'Select Location' appears twice. A list of location options follows: 'Financial Aid' (highlighted in blue), 'Advising Center - Virtual Conferencing', 'Brinson Honors College - Balsam Hall', 'Cherokee Center', 'College of Business Advising Center - FO 123', and 'Faculty Office'. The dropdown arrow is visible at the bottom right of the menu.

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's 'Services' dropdown menu. The menu is open, showing a search bar at the top. Below the search bar, the text 'These services do not require course' is displayed. A list of service options follows: 'Instructor meeting' (highlighted in blue), 'Transfer Issues', '5th week grades', 'Academic Appeals/SAI (Office of Retention)', 'Academic Standing (Office of Retention)', and 'Athletic Advising'. The dropdown arrow is visible at the bottom right of the menu.

j. Insert your office phone number or Zoom link here



A screenshot of a text input field with the label 'URL / Phone Number' positioned above the text box. The text box is empty and has a standard rectangular border.

- 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.

Special Instructions for Student

**B** *I* | |

NOTE: Please leave a comment about whether you want this meeting to take place by phone or Zoom video conference. Either way, please also provide a reliable phone number. If video, I will send you a link before our meeting to access the Zoom conferencing platform, which can be accessed by the browser or Zoom app.

Office: (828) 227-2535

Zoom ID: <https://wcu.zoom.us/j/9710163929>

- 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**

Will you be meeting with multiple students?

*These settings will not be used for kiosk and campaign purposes.*

Max Number of Students per Appointment

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

Available Times							
Actions ▾							
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	9:00am - 4:00pm	July 19, 2021 to August 02, 2021	Advising Center - Virtual Conferencing	Transfer Issues, 5th week grades, Change Major/Minor, Course Withdrawal, Initial Meeting, Orientation 2021 Professional Advisor Appointment, Registration For: Appointments/Campaigns	Advising	Yes <a href="#">Edit</a>

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

Personal Availability Link

Link: [https://wcu.campus.eab.com/pal/V1y3\\_pj\\_dD](https://wcu.campus.eab.com/pal/V1y3_pj_dD) Copy