


Navigate - Create Availability

Creating availability in Navigate allows staff to indicate the days, times, locations, and services that are offered for student appointments.

1. Create a block of available times for student appointments:

- Click the [Home](#)  icon from the left navigation bar.
- On the [Staff Home](#) page, click the [My Availability](#) tab at the top.
- Under [Available Times](#) box, click the dropdown called [Actions](#).
- Choose [Add Time](#) from the drop-down menu. An [Add Availability](#) box will appear.

- Select the days of the week for appointment availability by clicking the boxes.

NOTE: for variable availability (Ex: differing MWF and TR availabilities), several Availabilities will need to be added. See step 3 below.

- Select the hours of the day for appointment availability.
NOTE: Navigate accounts for events made directly in Outlook. When Navigate is synced to the Outlook calendar, any events (ex: lunch) on the Outlook calendar will show as “busy” in Navigate.
- Select a duration for this availability under the [How long is the availability active?](#) drop-down menu.

NOTE: To create availability for a future term, use the [Terms](#) drop down menu in the top right of the home page to select a future term.

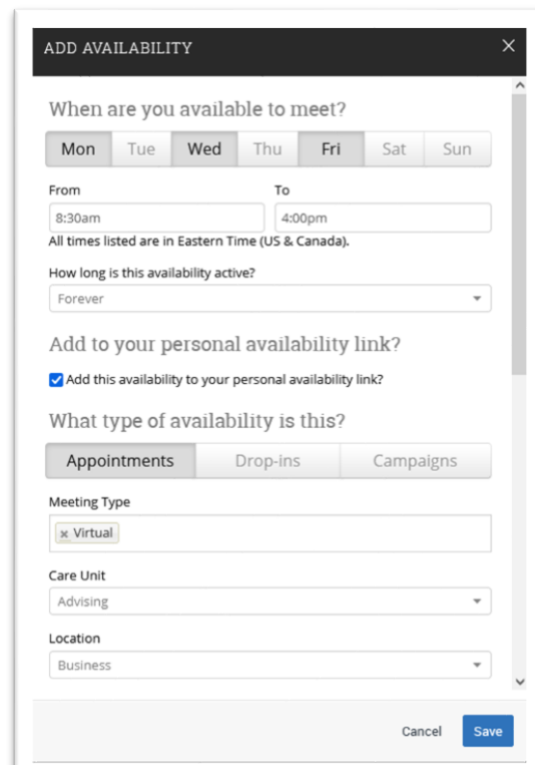
- Make sure to click the checkbox next to [Add this availability to your personal availability link?](#)
- Select the availability type under [What type of availability is this?](#)

NOTE: Usually [Appointments](#) will be the best option.

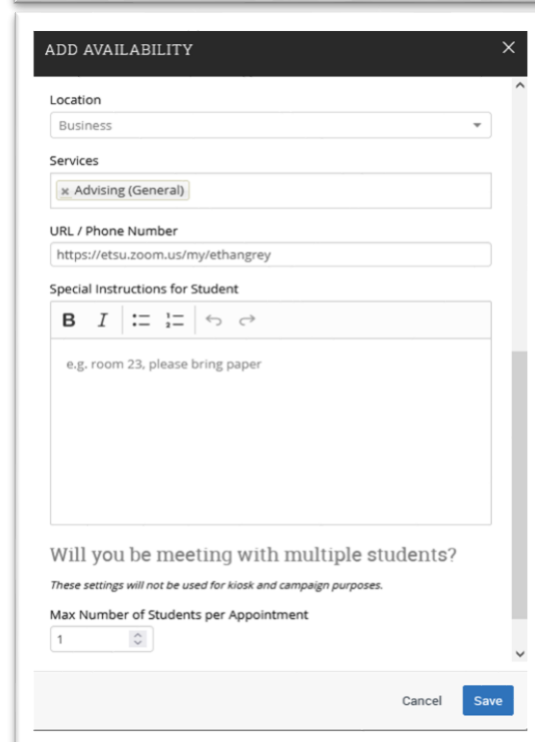
[Campaigns](#) can be used to designate a specific time to meet with students who have been contacted through the [Campaigns](#) feature. Select [Appointments](#) and [Campaigns](#) to allow students who are and are not a part of a Campaign to schedule during this availability. [Drop-ins](#) allow students to check-in for a meeting at a kiosk or through their mobile app during that time. **Do not select [Drop-ins](#) and [Appointments](#) or [Campaigns](#) together.** Create separate times for [Drop-ins](#).

- In the box under [Meeting Type](#), enter one or more Meeting Types for this availability: [Virtual](#), [In Person](#), [Phone](#), [Email](#). This will allow students to indicate preferred meeting type when making their appointment.
- Choose [Advising](#) from the drop-down menu under [Care Unit](#).
- Select the major, minor, and/or alpha assignments in the drop-down menu under [Location](#).

NOTE: for variable majors/minors/alpha assignments (Ex: advising for multiple majors), an Availability will need to be added for each of those [Locations](#). See step 3 below.





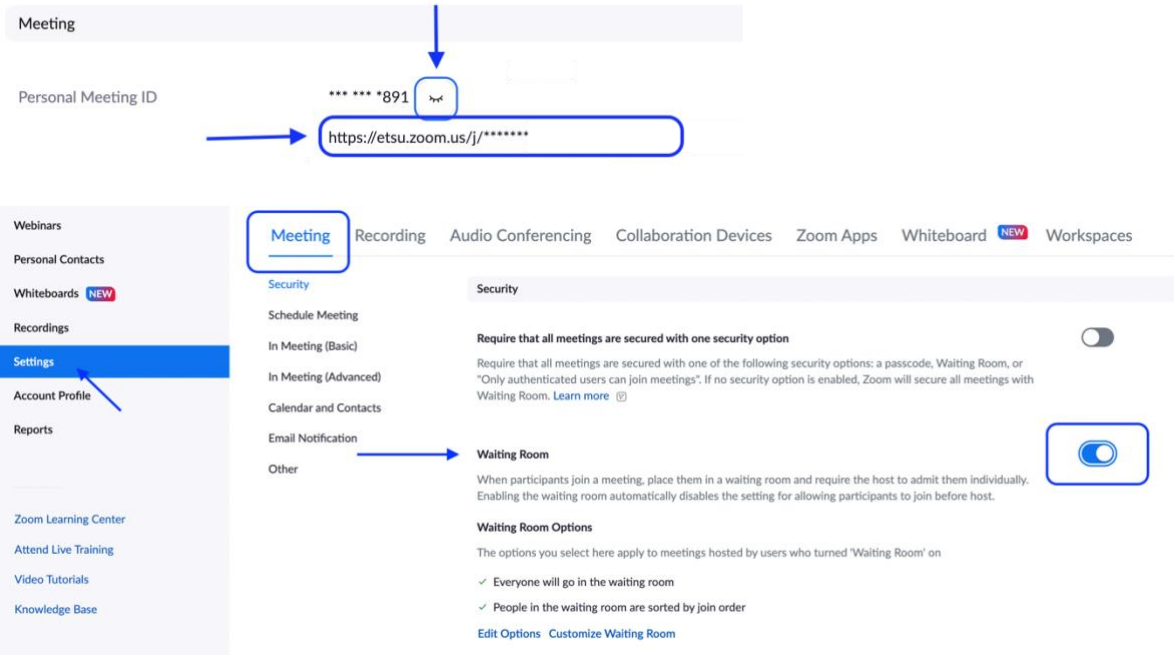
The screenshot shows the 'ADD AVAILABILITY' form. At the top, there's a title bar with 'ADD AVAILABILITY' and a close button. Below it, the question 'When are you available to meet?' is followed by a row of day selection buttons: Mon, Tue, Wed, Thu, Fri, Sat, Sun. Underneath, there are 'From' and 'To' time input fields with '8:30am' and '4:00pm' respectively. A note states 'All times listed are in Eastern Time (US & Canada)'. Below that is a 'How long is this availability active?' dropdown menu with 'Forever' selected. The next section asks 'Add to your personal availability link?' with a checked checkbox. The final section is 'What type of availability is this?' with three buttons: 'Appointments', 'Drop-ins', and 'Campaigns'. Below these are input fields for 'Meeting Type' (with a dropdown showing 'Virtual'), 'Care Unit' (with a dropdown showing 'Advising'), and 'Location' (with a dropdown showing 'Business'). At the bottom right are 'Cancel' and 'Save' buttons.



The screenshot shows the bottom section of the 'ADD AVAILABILITY' form. It starts with a 'Location' dropdown menu showing 'Business'. Below that is a 'Services' dropdown menu showing 'Advising (General)'. The next field is 'URL / Phone Number' with the text 'https://etsu.zoom.us/my/ethangrey'. Below that is a 'Special Instructions for Student' text area with a rich text editor toolbar (bold, italic, bulleted list, numbered list, undo, redo) and the text 'e.g. room 23, please bring paper'. The final section asks 'Will you be meeting with multiple students?' with a note 'These settings will not be used for kiosk and campaign purposes.' and a 'Max Number of Students per Appointment' dropdown menu with '1' selected. At the bottom right are 'Cancel' and 'Save' buttons.

1. CON'T: Create a block of available times for student appointments:

- Select one or more *Services* from the drop-down menu under *Services*. There is no limit to the number of Services which may be offered during each availability.
- Type or paste the Personal Meeting ID URL into the *URL / Phone Number* box.
NOTE: To access your Meeting ID URL, launch your Zoom desktop app and click the *Settings*  icon. Next, click *Profile*  *Profile* on the left navigation bar and then Click *Edit My Profile*. Then, scroll down to the *Meeting* settings. Then, click the eye icon to reveal, highlight, and copy your Personal Meeting ID URL. Make sure to also enable your waiting room!



- Type or paste your Phone Number and Physical Location into the *Special Instructions for Student* text box.
- Type any other special instructions for the student into the text box under *Special Instructions for Student*.
- Click *Save* at the bottom of the *Add Availability* box.

2. Use the Personal Availability Link:

- Once an Availability is set, a *PAL (Personal Availability Link)* will appear at the bottom of the *Staff Home* page on the *My Availability* tab display.
- Click *Copy* to copy the link. Once the link is copied it can be pasted into email signatures, on webpages, and any other place a student may go to make an appointment.

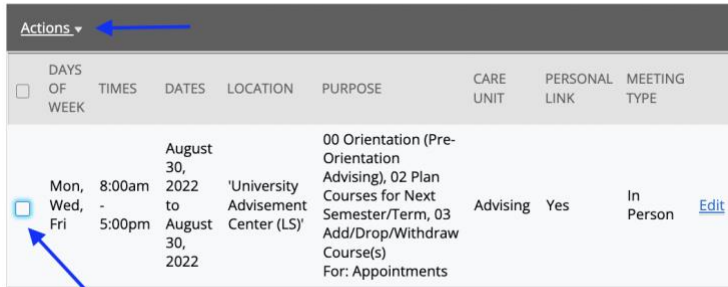


3. Use the Copy Time function to create additional availabilities:

- Click the check box to the left of an availability.
- In the *Available Times* box, click *Actions*. Choose *Copy Time* from the drop-down menu. A *Copy and Add Availability* box will appear.
- Edit the desired information. If editing the *Location*, the *Services* will need to be input again.

Examples of additional availabilities: Create Tuesday/Thursday availability. Create availabilities for the final exam period. Create availabilities for specific Campaigns. Create availabilities in which only virtual or phone Meeting Types are available.

Available Times

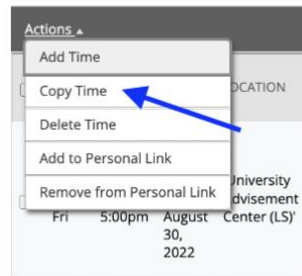


Actions ▾								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Wed, Fri	8:00am - 5:00pm	August 30, 2022 to August 30, 2022	'University Advisement Center (LS)'	00 Orientation (Pre-Orientation Advising), 02 Plan Courses for Next Semester/Term, 03 Add/Drop/Withdraw Course(s) For: Appointments	Advising	Yes	In Person

[Edit](#)

* All times listed are in Eastern Time (US & Canada)

Available Times



Actions ▾								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Fri	5:00pm	August 30, 2022	'University Advisement Center (LS)'				