



# **Creating Availability for Faculty**

#### **Overview**

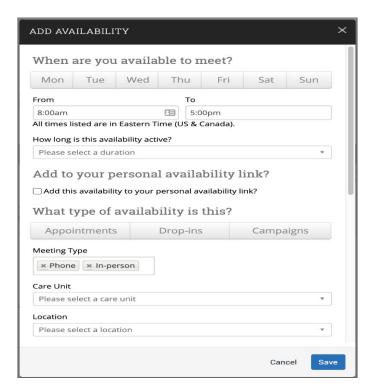
**What:** Availability lets faculty indicate the days, times, locations, and services they offer when meeting with students. This article explains how individual faculty users create their own availabilities.

Where: Individual users set their availability on the My Availability tab of the Staff Home page.

Who: Availability is for any staff or faculty member who has appointments with students.

Availability lets faculty indicate the days, times, locations, and services they offer when they meet with students.

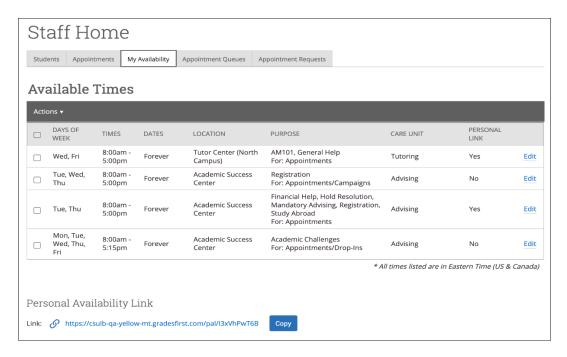
There is significant flexibility when you create availabilities. Users can choose the length of the availability's duration, which can range from a specific set of dates to forever. Availability can be set for appointments, drop-in visits, and/or appointment campaigns. For group appointments, staff can set the maximum number of students for a single appointment slot.



## **Creating Availabilities for Yourself**

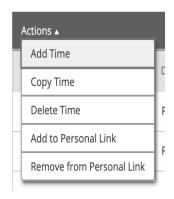
To have the ability to schedule appointments with students in Navigate and have students schedule appointments with you, you must have at least one availability set up. The following instructions for creating availabilities.

1. Go to **Staff Home > My Availability**. You should see a table of existing Availabilities, if any, and your **Personal Availability Link**.

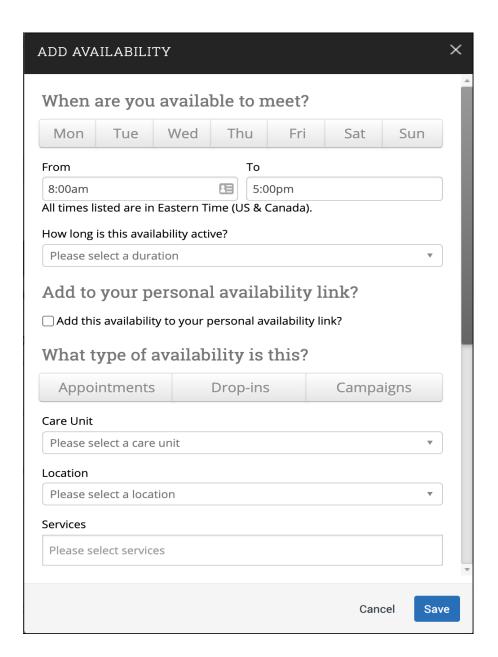


2. Open the **Actions** menu and select **Add Time**.

## **Available Times**



3. The **Add Availability** dialog opens.



- 4. Choose days of the week for the availability.
- 5. Select the start and end time for the availability in the *From* and *To* fields.
- 6. Set the length of the availability with the *How Long Is this Availability Active?* field.
- 7. If you want this availability added to your personal availability link, select *Add This Availability to Your Personal Availability Link?* You can put the personal availability link in an email or text or on a website. Students are taken to a scheduling workflow that has the staff member's chosen availabilities pre-filled.
- 8. Select your Availability types. You can choose more than one at a time. For example, an availability can be for both Drop-In and Appointments.

- 1. **NOTE:** If you are creating an availability for use with an appointment campaign, it is best to only choose the "Campaigns" type.
- 9. Select your Meeting Types. You can choose more than one at a time. For example, an availability can be In-Person, Phone, or Virtual.
- 10. Select Care Unit. Select Faculty
- 11. Select a Location.
- 12. Select Services. You must choose at least one service but can pick more.
  - 1. Available Faculty Services
    - 1. Office Hours
    - 2. Consultation
    - 3. Graduate School Application Review
    - 4. Independent Study Conference
    - 5. Research Proposal Review
    - 6. Departmental Advising (undergrad)
    - 7. Minor Advising
    - 8. Graduate Student Advising

#### **Important.** You must select a **Care Unit**, **Location**, and at least one **Service** for any availability.

- 13. If any service you select is tied to a course, a *Course* field appears. Select the courses for which you are available.
- 14. Enter a phone number or URL in the *URL / Phone Number* field. A clickable version of this link appears for students who create an appointment during the availability on the **Appointment Confirmation** page.
- 15. Enter special instructions for this availability.
  - Note. The special instructions will be included in the initial notification to the student regarding this scheduled appointment. We recommend including general instructions, like your office location, zoom information or phone meeting instructions. For in-person meetings we also recommend reminding about campus access requirements and procedures.
- 16. Determine how many students can be in one appointment. If you do not select a *Max Number of Students per Appointment*, the maximum number stays 1.
- 17. Click **Save** to create the availability.

Repeat this process any time you want to add another availability. You can have as many availabilities as you want. We recommend that you have separate availabilities for meeting types if you are offering multiple meeting types at the same time. This will allow the special instructions to be clearer and more concise.

## **Managing Existing Availabilities**

When you create availabilities, you can usually edit, copy, or delete availabilities.

To edit an existing availability, click the **Edit** link next to the entry you want to change. Editing an availability is similar to adding an availability, so refer to the instructions above for information. Please note that editing an existing availability DOES NOT edit or change already scheduled appointments.

To copy an existing availability, select the time you would like to copy, open the Actions menu and click Copy Time. The availabilities are copied and a Modify Availability dialog opens, allowing you to make edits or to save your newly created availability.

To delete an availability, simply select the time, open the **Actions** menu, and click **Delete Time**.

## **Using Personal Availability Links (PAL)**

Personal Availability Links (PAL) are a useful tool for scheduling. Each PAL is unique to each user in Navigate. The link does not change over time.

# Personal Availability Link



Link: 6 https://school.campus.eab.com/pal/I3xVhPwT6B

Copy

When you include a PAL in a URL field, website, email, or SMS and students click the link, they are taken to the New Appointment page in student scheduling. If your institution uses Navigate Student, the link redirects to the scheduling page in the student's browser and asks if they want to continue in the browser or open Navigate Student app.

The staff user and their Care Units and Support Services are pre-selected. Students then see the available times staff have to meet. The student will only see the Care Unit, Services, and Locations and times the staff user has selected to be part of their PAL. All configurations, limitations, and permissions for the availabilities remain in effect.

**Important.** If the user has more than one service available, the student needs to select one from the Support Services menu first.

To apply an availability to your Personal Availability Link, you need to check the Add this availability to your personal availability link box when creating or editing an availability or select existing availabilities and choose Add to Personal Link from the Actions menu.