

# Setting Your Availability to Meet with Students

Use "Availability" in Navigate to allow students to see when you are available to meet for office hours and/or advising activities.

Availability can be found on the **My Availability** tab of the Staff Home screen. Availability allows faculty to indicate the days, times, locations, and services for which they are available to meet with students. You may choose to allow students to schedule appointments in advance via student or faculty initiated scheduling.

The screenshot shows the EAB Navigate Staff Home interface. The 'My Availability' tab is selected and highlighted with an orange box. Below it, the 'Available Times' table is visible, with a row for 'Mon, Tue, Wed' from '8:00a-2:15p' at 'Academic Advising Center TLS TEST'. An 'ADD AVAILABILITY' dialog box is open, showing options for days of the week, time range (8:00am to 5:00pm), duration, type of availability (Appointments, Drop-ins, Campaigns), Care Unit, Location, Services, and Special Instructions for Student. The 'Save' button is highlighted in blue.

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION
<input type="radio"/>	Mon, Tue, Wed	8:00a-2:15p	Forever	Academic Advising Center TLS TEST

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From: 8:00am To: 5:00pm

How long is this availability active?  
Please select a duration

What type of availability is this?  
Appointments Drop-ins Campaigns

Care Unit  
Please select a care unit

Location  
Please select a location

Services  
Please select services

Special Instructions for Student  
B I [List Icons] [List Icons] [Undo] [Redo]

Cancel Save

To begin, open the Actions menu on the **My Availability** tab and select **Add Time**. You can also run the Availabilities report and select **New Availability** from the Actions menu.

The Add Availability window will open. Select the days of week, time period, and duration of your availability.

Next, select the appropriate type of availability. Availability for "Appointments" allows students to initiate scheduling an appointment, while "Campaigns" availability is applicable if and when a faculty member initiates the scheduling process with a student by sending an appointment request.

Now select your Care Unit from the drop-down. This will determine which location and services the availability will be for.

After selecting the Care Unit, select a Location. Then select which student services you can provide to students during this availability.

If any Service you select is tied to a Course, a Course menu will appear and you will need to select the Course you are available for.

Click the **Save** button.

Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

\*Optional data sets subject to member availability and formatting.