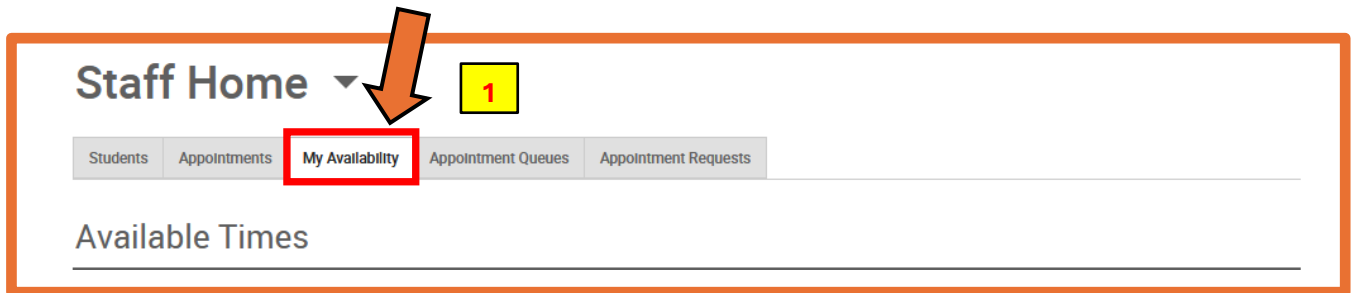


## Navigate: How to Setup Your Availability

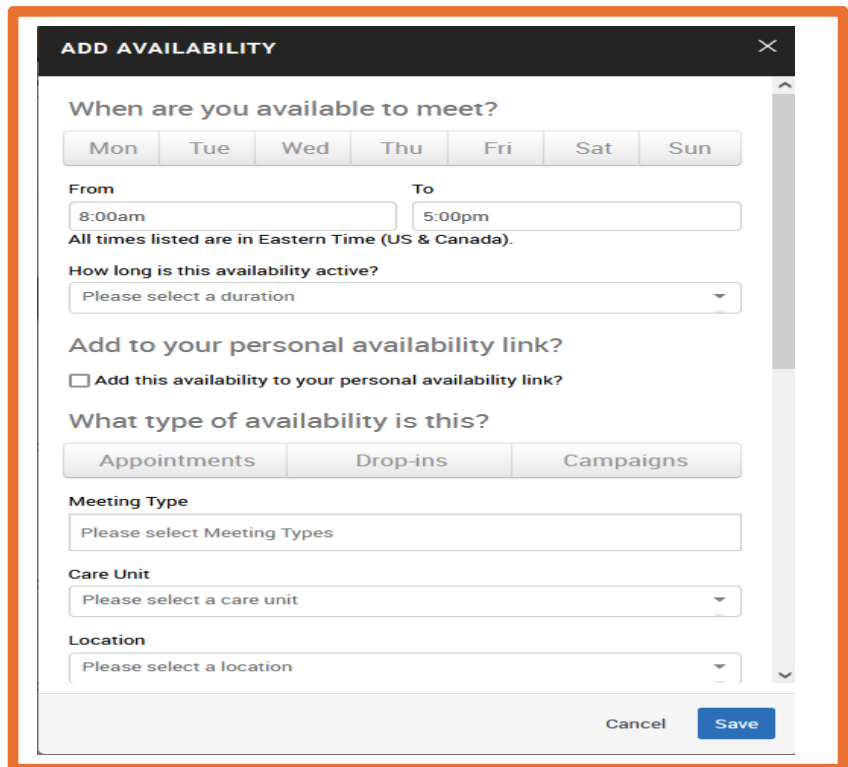
The availability you set up within Navigate dictates students' ability to schedule appointments with you.

Sign in to the Navigate Staff site at: <https://buffalostate.campus.eab.com/>

1. From your Navigate **Staff Home** page, click on the **My Availability** tab.



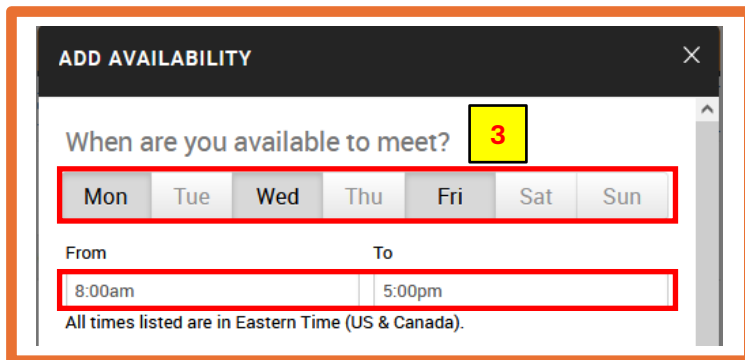
2. Then, click on the **Actions** menu and select **Add Time**. This will open up the ADD AVAILABILITY dialogue box, where you can begin your **Availability** preference.



A screenshot of the ADD AVAILABILITY dialogue box. The box contains the following fields and options:

- When are you available to meet?** (Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun)
- From** (8:00am) and **To** (5:00pm)
- All times listed are in Eastern Time (US & Canada).**
- How long is this availability active?** (Please select a duration)
- Add to your personal availability link?** (Add this availability to your personal availability link? )
- What type of availability is this?** (Appointments, Drop-ins, Campaigns)
- Meeting Type** (Please select Meeting Types)
- Care Unit** (Please select a care unit)
- Location** (Please select a location)
- Cancel** and **Save** buttons.

- Days and times.** Select the days when you are available to meet with students and the times for those days. If you have availability on the same day in the AM and PM, you would create 2 different availabilities. One for the AM and one for the PM.



**ADD AVAILABILITY** [X]

When are you available to meet? **3**

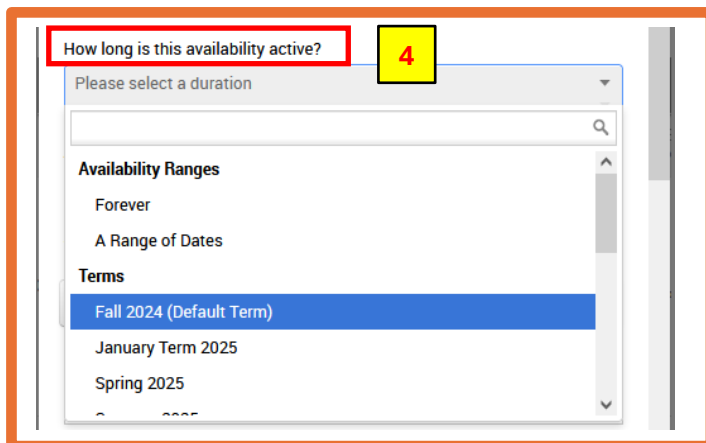
Mon Tue Wed Thu Fri Sat Sun

From To

8:00am 5:00pm

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

- How Long is this availability active?** This represents the span of time, i.e. A semester, specific range of dates or no end date (forever). **It is best practice NOT to use the forever option.**



How long is this availability active? **4**

Please select a duration

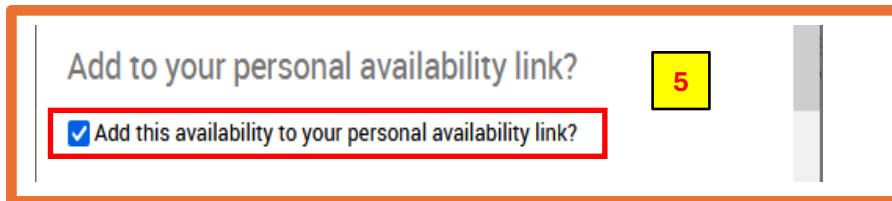
Availability Ranges

- Forever
- A Range of Dates

Terms

- Fall 2024 (Default Term)
- January Term 2025
- Spring 2025

5. 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 (PAL) in an email or text or on a website. Students are taken to a scheduling workflow that has the staff/faculty’s chosen availabilities pre-filled.

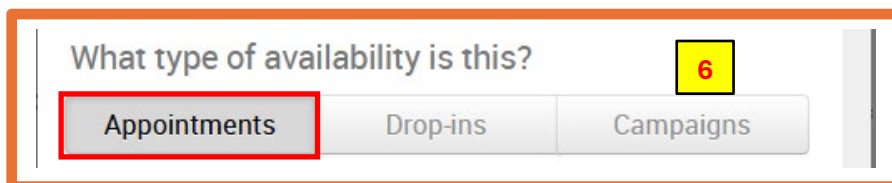


Add to your personal availability link? 5

Add this availability to your personal availability link?

**Personal Availability Links (PAL)** are a useful tool for scheduling. Each PAL is unique to a staff member in Navigate. The link does **not** change over time. When you include a PAL in a URL field, website, email, or SMS (Text Message) and students click the link, they are taken to the **New Appointment** page in student scheduling. Buffalo State University uses Navigate Student, therefore, the link redirects to the scheduling page in the student’s browser and asks if they want to continue in the browser or open the Navigate Student app. All students should download the Navigate app right from their phone.

6. Select **What type of availability is this?** For example, whether you will meet students via **appointments and/or drop-ins** during that time.
  - a. **Appointments** = availability for your advisees to set appointments with you.
  - b. **Drop-ins** = students on your **assigned caseload** can schedule a drop-in ‘appointment’ with you. This feature is permission based. So, **Drop-ins** may be setup differently across Care Units. For example, Drop-ins for one Care Unit might mean that this drop-in time is open for the entire study population.
  - c. **Campaigns** = Appointment Campaigns enable the advisor to request that specific students select a specific date and time within a specified period to schedule an appointment instead of the advisor creating appointments for each and every student.

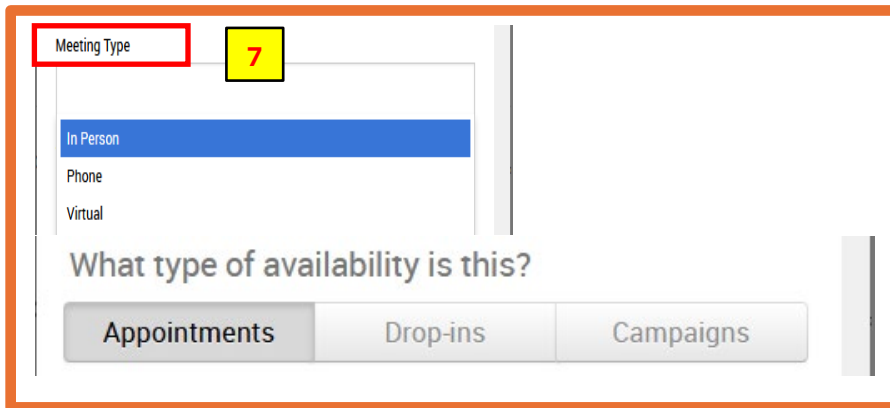


What type of availability is this? 6

Appointments Drop-ins Campaigns

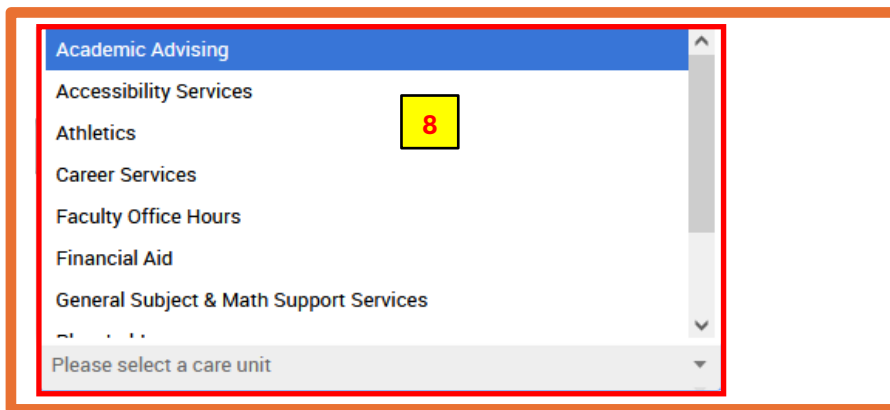
**Note:** The Personality Availability Link only works for regular **Appointments**, not for Drop-in’s and Campaigns

7. **Meeting Type** field allows you to define whether this availability is for In Person, Phone, or Virtual. Users can select both options, if needed. If setting virtual appointment availability be sure to add your Microsoft Teams or Zoom link to the URL/Phone Number field.



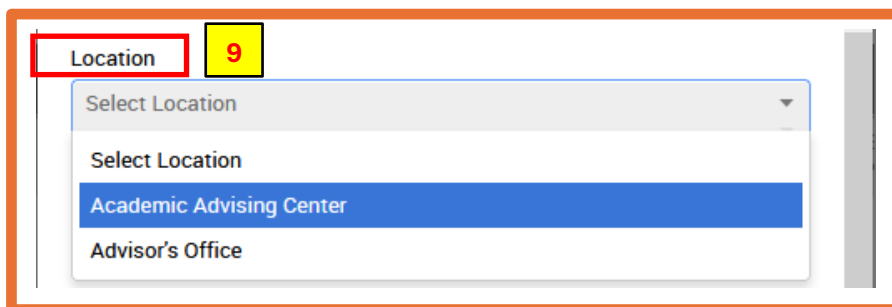
A screenshot of a web form showing a dropdown menu for 'Meeting Type'. The dropdown is open, displaying three options: 'In Person' (highlighted in blue), 'Phone', and 'Virtual'. A yellow box with the number '7' is placed over the dropdown arrow. Below the dropdown, the text 'What type of availability is this?' is displayed. At the bottom, there are three buttons: 'Appointments' (active), 'Drop-ins', and 'Campaigns'.

8. Choose the **Care Unit** that the Availability is related to.



A screenshot of a web form showing a dropdown menu for 'Care Unit'. The dropdown is open, displaying a list of care units: 'Academic Advising' (highlighted in blue), 'Accessibility Services', 'Athletics', 'Career Services', 'Faculty Office Hours', 'Financial Aid', 'General Subject & Math Support Services', and 'Please select a care unit'. A yellow box with the number '8' is placed over the 'Athletics' option.

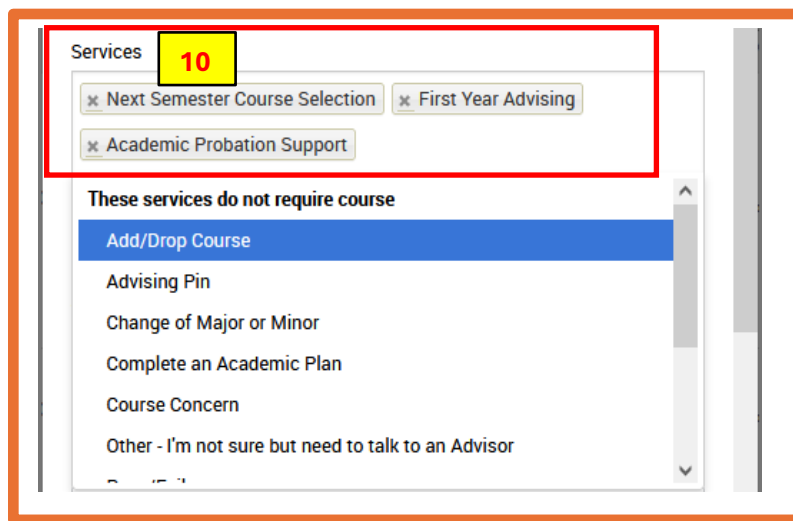
9. Choose the **Location** where appointments are taking place. For the purposes of Navigate, a Location is **not** considered a physical office space and room number.



A screenshot of a web form showing a dropdown menu for 'Location'. The dropdown is open, displaying four options: 'Select Location' (highlighted in blue), 'Select Location', 'Academic Advising Center' (highlighted in blue), and 'Advisor's Office'. A yellow box with the number '9' is placed over the dropdown arrow.

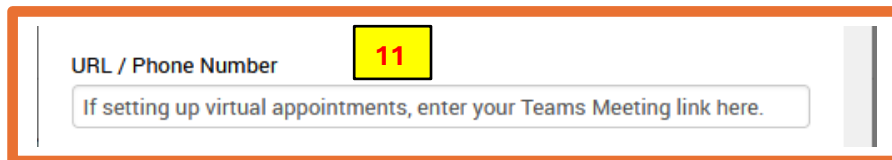
10. Select all the **Service(s)** (Appointment Reasons) from the drop-down list that you are offering students.

**Note:** Services are tied to specific Care Units. When scheduling your availability, you will see **all the Services available** for the Care Unit(s) you choose. However, some Services are Student Facing, and some Services are Staff Facing. Students will only see Student Facing Services from their drop-down list when they schedule appointments.



11. You have the option to add a URL or phone number, which is visible to the student when they schedule an appointment.

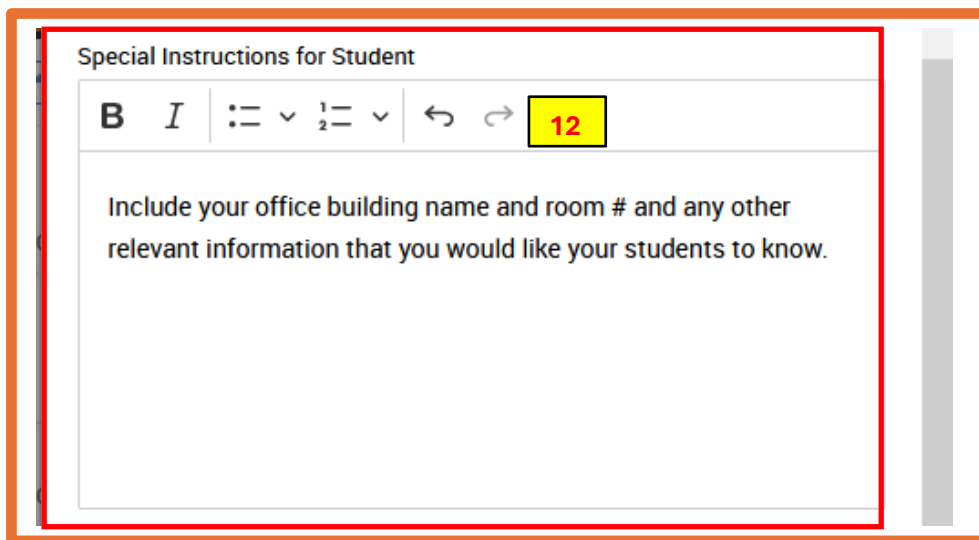
- **Recommended:** add your relevant URL link here and list your phone number down below in the **SPECIAL INSTRUCTIONS FOR STUDENT** text box.



12. The **Special Instructions for Student** text box includes any additional information that the student would need know prior to the meeting.

**Some examples of special instructions:**

- Specific details about where you are located on campus. **Office building name and room number.**
- Any completed forms, documents, or other materials the student should bring to the meeting.
- We will use **Microsoft Teams** for our meeting, which you can access by using the link provided. Virtual meeting spaces allow us the flexibility to connect from various spaces. Please ensure the space you are in is conducive for such a meeting. I very much look forward to meeting with you!



Special Instructions for Student

**B** *I* | := ∨  $\frac{1}{2}$  = ∨ | ↶ ↷ **12**

Include your office building name and room # and any other relevant information that you would like your students to know.

13. If needed, the number of students that can book during the available time can be updated. The default is set to **1**. Please do not change this unless you are providing **group appointments**. Remember to click the **Save button**.

**Will you be meeting with multiple students?**  
*These settings will not be used for kiosk and campaign purposes.*

**Max Number of Students per Appointment**

**Staff Home** ▾

Students | Appointments | **My Availability** | Appointment Queues | Appointment Requests

**Available Times**

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE	
<input checked="" type="checkbox"/>	Mon, Wed, Fri	8:00am - 5:00pm	Fall 2024	Advisor's Office	Academic Probation Support, First Year Advising, Next Semester Course Selection For Appointments	Academic Advising	Yes	In Person	<a href="#">Edit</a>

**Actions** ▾

- Add Time
- Copy Time
- Delete Time
- Add to Personal Link
- Remove from Personal Link

**Note:**

- By placing a **Checkmark** and clicking **Actions** from your **Staff Home** page, you can **Edit**, **Copy**, or **Delete** your Availability at any time.
- You can have as many Availabilities as you would like.
- Your Outlook calendar should already be synced with your Navigate Calendar.