SETTING UP YOUR AVAILABILITY

Updated November 26, 2019

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STEP 1

Click on the "**My Availability**" tab, which can be found on your Staff Home page.

> **NOTE:** If you are unsure of how to get to your Staff Home page, you can click on the **house** icon along the left-hand side of the screen.
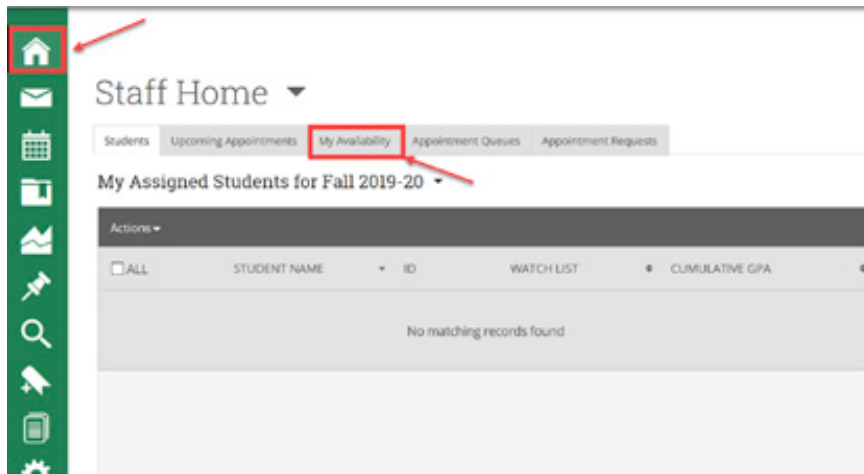

STEP 2

After clicking on the "**My Availability**" tab, click on the arrow next to "**Actions**" underneath the "**Available Times**" heading, and select "**Add Time**."

> **NOTE:** You can use the "**Copy Time**" function if you have existing availability already set-up, and you want to just modify a few things to establish different availability. You will have to click the radio button next to the time you want to copy, and then select the "**Copy Time**" function.

> **NOTE:** You can use the "**Delete Time**" function if you have existing availability already set-up,and you want to delete it. You will have to click the radio button next to the time you want to delete, and then select the "**Delete Time**" function.
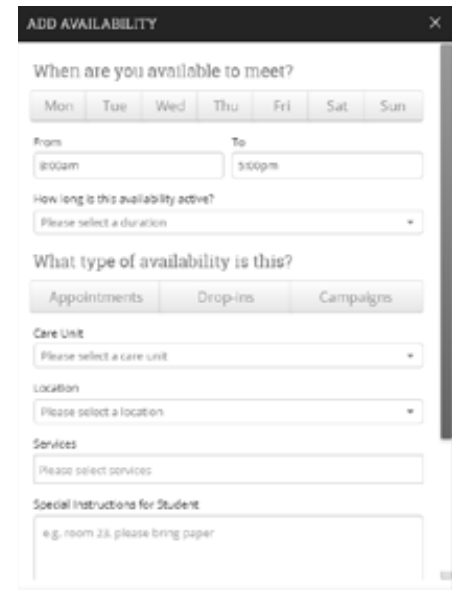
NAVIGATE
UW-PARKSIDE
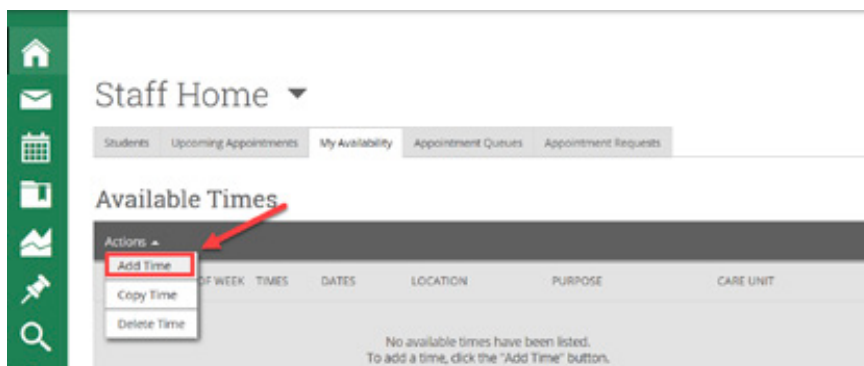
STEP 3

To add availability, select the days along the top that you are available to meet, and then indicate the times in the "**From**" and "**To**" fields.

> **NOTE:** The times indicate the start and end times of your availability.

> **NOTE:** Your availability in Navigate will sync with your Outlook calendar, so if you have an appointment on your Outlook calendar, it will not show you as available for students to schedule with you through Navigate.

Within the "**How long is this availability active?**" field, you have three options:

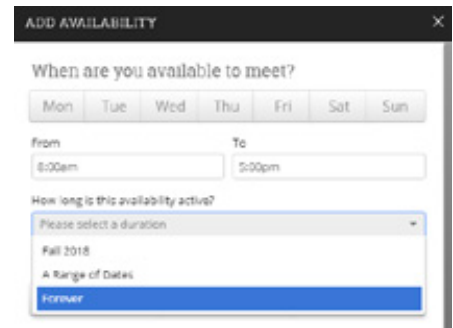**Term** (e.g., Fall 2019, Spring 2020, etc.) | This coincides with the academic calendar dates.

> **NOTE:** This can be problematic if you forget to update this each term, resulting in your not being available for students to schedule appointments with you through Navigate.

A Range of Dates | This allows you to specify the starting and ending dates of your availability.

> **NOTE:** This can be problematic if you forget to update this after the end date of your set availability, resulting in your not being available for students to schedule appointments with you through Navigate.

Forever | This means that your availability will persist unless you modify it.

> **NOTE:** This is the recommended setting if you don't anticipate your availability changing frequently.

Underneath the "**What type of availability is this?**" heading, you will have three options:

Appointments | This allows a student to schedule an appointment to meet with you.

Drop-ins | This allows a student to just drop-in and meet with you, and you are able to still create a "Report on Advisement" for your interaction.

Campaigns | This allows you to be scheduled through appointment campaigns.

> **NOTE**: You are encouraged to select all three types of availability when configuring your availability.

STEP 3
continued

For the "**Care Unit**," "**Location**," "**Services**," and "**Special Instructions for Students**" fields, please enter the appropriate information that corresponds with your location and the services you are setting your availability for. You can also make note of instructions that you want to display to students when scheduling an appointment with you if that is appropriate and necessary.

> **NOTE:** If you wish to only see students for a certain type of service during certain days and time (e.g., You only want to see students for Degree Audit Review services on Monday and Tuesday from 1:00-4:30 p.m., and you only want to see students for Graduation Evaluation serviced on Tuesday and Thursday from 8:00-12:00 p.m.), Navigate allows you to configure your availability accordingly.

Underneath the "**Will you be meeting with multiple students?**" heading, you have the ability to configure your availability in such a way that allows for 1:1 appointments or group appointments by entering the appropriate number in the "**Max Number of Students per Appointment**" field.

After completing your availability configuration, click the blue "**Save**" button.

After clicking on "**Save**," you will see a summary of your availability configuration. If after saving your availability, you notice you need to make an adjustment, you can click on the "**Edit**" link to the right of your availability.