

## Navigate @ LUC Training

### Creating Availability for Appointments

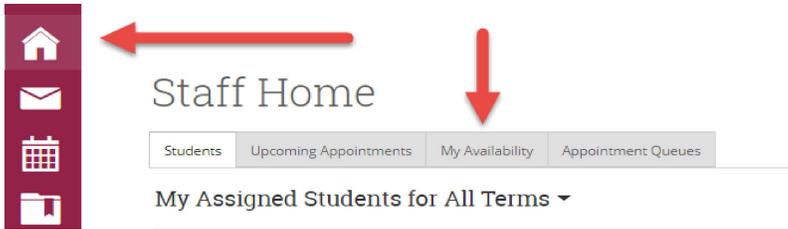
You must set up your availability in Navigate Staff so students can schedule appointments with you using Navigate Student.

Your Navigate availability is simply the blocks of time in which you allow students (or administrators who manage your calendar) to make advising appointments for you.

This availability works with your Outlook calendar.

Let's look at some examples of this Outlook integration:

- (1) In Outlook, from Monday - Friday, you have 12-1 blocked every day for lunch and 4-5 blocked for administrative tasks. Even if you set your availability in Navigate to be open from 9-5 every day, students will still not be able to schedule during noon-1 or 4-5 because of the Outlook integration.
- (2) In Outlook, from Monday - Friday, your calendar is completely open. However, you prefer to only meet with students in the morning from 9-11am. If you set your availability in Navigate to be M-F from 9-11, students will \*only\* be able to schedule within that window, and your Outlook calendar will remain open in the afternoons for other work or kinds of meetings.



#### Availability

From your homepage choose "My Availability"

#### Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
Add Time Copy Time Delete Time	Mon, Tue, Wed, Thu, Fri	8:30a-5:00p	Forever	College of Arts and Sciences (In-Person)	General Academic Advising For: Appointments	Advising

#### Choose Actions

You can Add Time, Copy Time, or Delete Time

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

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

How long is this availability active?

Please select a duration

Summer 2020

A Range of Dates

Forever

Care Unit

Please select a care unit

Location

Please select a location

Services

Please select services

URL / Phone Number

Special Instructions for Student

Cancel Save

#### Selecting your times

Select days for availability

Select length of time for availability

Select range of dates for availability

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Central Time (US & Canada).

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  
Advising  
Learning and Student Success

Services  
Please select services

**Select Care Unit**

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Central Time (US & Canada).

How long is this availability active?  
Please select a duration

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

Care Unit  
Advising

Location  
Select Location  
Select Location  
College of Arts and Sciences (In-Person)  
College of Arts and Sciences (Virtual)  
First and Second Year Advising (In-Person)  
First and Second Year Advising (Virtual)  
Institute of Environmental Sustainability (In-Person)  
Institute of Environmental Sustainability (Virtual)

**Select Location**

Select your Advising unit and whether you're setting up availability for In-Person or Virtual advising

*Note: You will have to set up separate availabilities if you plan to offer both in person and virtual advising.*

*If your unit does not plan to offer \*any\* in-person advising for Fall 2020, we can temporarily remove this option so that students won't see it. Please email [navigate@luc.edu](mailto:navigate@luc.edu) to let us know.*

### Choose Type of Availability

For students to schedule appointments with you, you must set up 'Appointments' availability.

You may also set up Drop-ins availability if you want to use Navigate for **in-person** drop-in advising.

To learn more about Navigate's **virtual** drop-in advising, please contact [navigate@luc.edu](mailto:navigate@luc.edu).

### Select Services

Multiple services can be selected from this list

### URL field

If you plan to use **one** Zoom link for all appointments scheduled in Navigate, include this link in the URL field. It will show up on all confirmation and reminder communications to the student.

Note: you **must** use the waiting room feature in Zoom.

### Special Instructions

If you're setting up in-person availability, this is the place to provide details about the location of meeting and any additional notes for students

If you're setting up virtual availability and do NOT want to use one Zoom link for all appointments, this is the place to let the student know how they will receive the specific Zoom link from you.

For example, "I will email you a Zoom link at the time of our appointment" Then, at the time of the appointment you can email them the link or OR invite them directly from Zoom, if you like this feature.

Or, if you prefer to use the Outlook Zoom plug-in, you may say "Look for an Outlook calendar appointment invitation from me" and then you could go to Outlook and create a concurrent meeting invitation to the student and use the Zoom plugin to generate a unique meeting ID/link.

\*\*\*For more info on Zoom options, see 'Navigate & Zoom' document\*\*\*

### Save

Need help? Email [navigate@luc.edu](mailto:navigate@luc.edu)