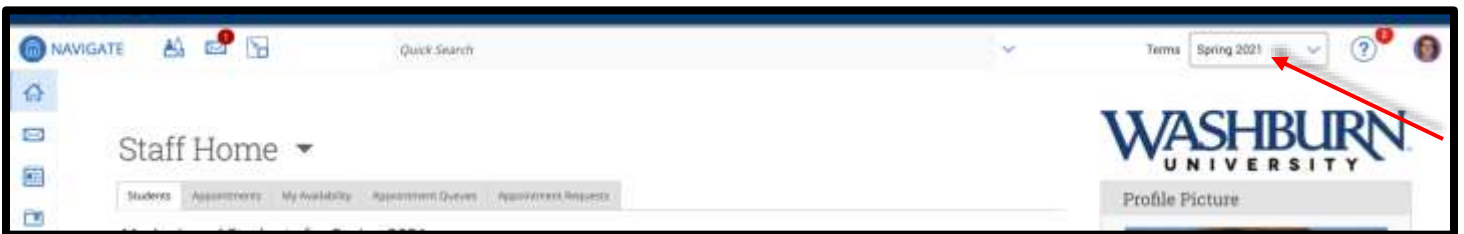
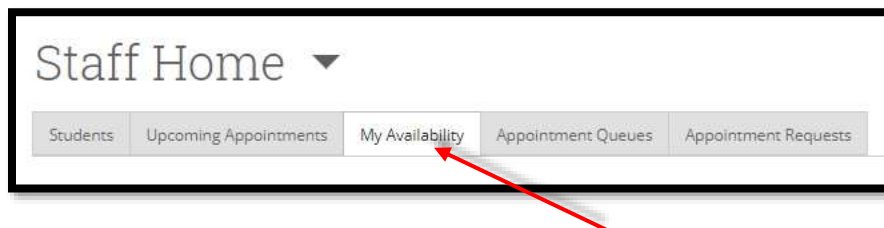


Navigate: Setting-up Availability

- Once you have logged in to Navigate, and adjusted your term in the upper right-hand corner,



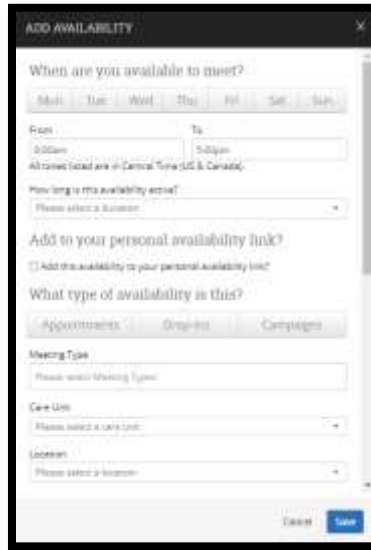
and have synced your electronic calendar with the Navigate calendar ([see instructions here](#)), select the **My Availability** tab from beneath your **Staff Home**



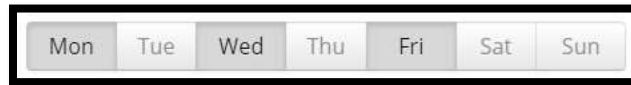
- Now click the **Actions** button from the dark gray bar, and select the **Add Time** option



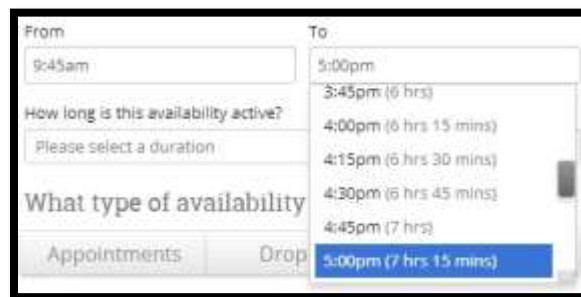
3. Fill out the form that appears on your screen



a. Select the days of the week you are available to meet with students



b. Adjust the start and end times to reflect how early or late you are willing to meet with a student (If you have multiple times of availability ex. 8:00am-11:30am MWF and 12:30pm-5:00pm TR – finish setting up this availability for one time frame, then repeat the steps for the second time frame. If you choose to set up your availability for a longer period of time ex. 8:00am-5:00pm MTWRF, as long as you have synced the Navigate calendar with your electronic calendar, students WILL NOT be able to schedule over appointments already placed on your electronic calendar.)



- c. Under the **How long is this availability active?** section, it is our recommendation that you select **Forever** as it is the easiest to edit when needed

How long is this availability active?

Please select a duration

- Spring 2020
- A Range of Dates
- Forever**

- d. On **Add to your personal availability link** click the provided checkbox to create a direct link to your availability. This link can be included in emails, email signatures, etc.

Add to your personal availability link?

Add this availability to your personal availability link?

- e. Next, select your type of availability

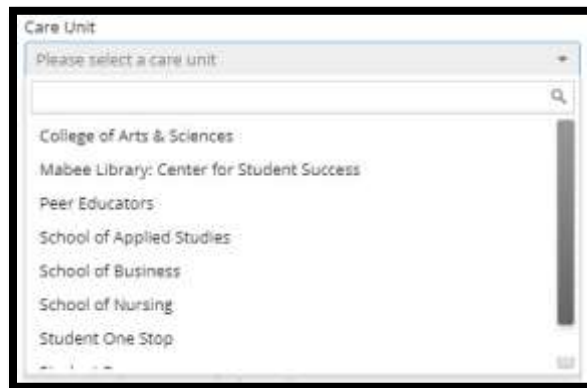
Appointments Drop-ins Campaigns

- f. Select the type(s) of meetings you will conduct from the **Meeting Type** box

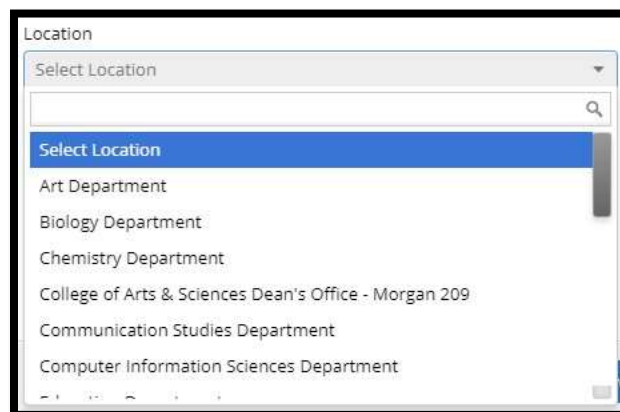
Meeting Type

In Person Phone Video Conference

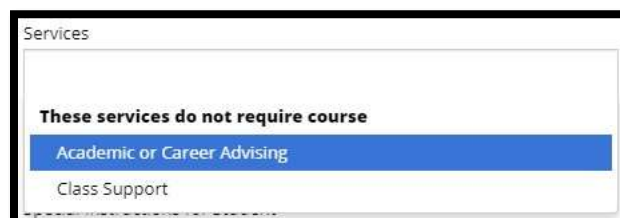
g. The **Care Unit** reflects your academic college or school. Select the option that best suits you



h. Your **Location** refers to your academic department



i. Under **Services**, select the reasons you are available to meet with students (To select multiple services, click back into the box to select the next service.)



j. Insert your office phone number or Zoom link here

URL / Phone Number

k. In the **Special Instructions for Student** box, tell the student where your office is located and any additional information you want them to know.

Special Instructions for Student

B *I*

My office is located in Mabee Library, room 308C (next to Washburn University Tutoring & Writing Center).

p

l. Lastly, unless you would like to meet with multiple students at a time, make sure that the **Max Number of Students per Appointment** is set to **1**

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

4. Your availability is now set up, and your students can schedule appointments with you

Available Times

Actions ▾

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
	Mon, Wed, Fri	9:45a-4:15p	Forever	Biology Department	Academic or Career Advising Class Support For: Appointments/Drop-ins/Campaigns	College of Arts & Sciences	Edit

5. To access your **Personal Availability Link** click the **Copy** button located next to the link

Personal Availability Link

Link:  <https://washburn.campus.eab.com/pal/OjUjfUFpLd> 