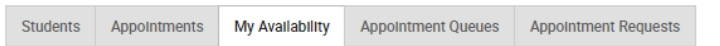


Setting Office, Advisement, and Mentoring Availability Hours in Navigate

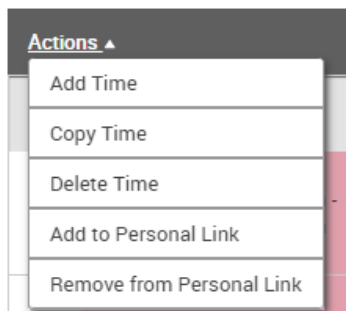
Availability refers to any type of hours that students can see and schedule (or drop in) with you:

- All availability is set up by first going to your homepage in Navigate (click on the link in WP Connect, under Apps or under Early Alert listing)
- Click **My Availability** to get started:

Staff Home ▼



- Then click the **Add Time** Action, after opening that menu by clicking the menu triangle:



Availability is grouped for students under a Care Unit (type of service) and a Location (who is delivering the service)

- Faculty may have one or more types of availability depending on their responsibilities:
 - **Office Hours** – are for course related questions
 - **Advisement Hours** – are for faculty advisors and course scheduling / pin questions
 - **Faculty Mentor Hours** – are for faculty who are also mentors, and this time is for mentorship sessions

Different types of availability should not overlap

- If Office hours are from 1-2PM T/Th; then Advisement Hours should not also be from 1-2PM T/Th

Availability has a set appointment length based on the type of service – typically 20 or 30 minutes.

- Availability should not be broken up into small slots; Navigate will do that for you – if the time allotted is 2 hours; Navigate will offer students 20 minute slot options (for example)

This model is for FACULTY OFFICE HOURS

You do not need to set up a separate availability for each time slot; Navigate will break up the hours you've offered into standard slots of equal times. If hours are the same for two days – both days can be selected

We recommend opting for both appointments and drop ins when you know the hours you've set aside are consistent; so students are able to check in with you because they happen to be available that day

You can choose multiple meeting types (phone, virtual or in person) for the same hours – or just one type

Choose the **Faculty Office Hours and Faculty Mentoring care unit** for hours you want to show up as available for class office hours for your students

Choose the **Faculty Office** location for office hours; whether the hours are in person or virtual

Choose a **Office Hours – Course questions** as the service for this area. If you are not a Faculty Mentor, do not choose that service.

You can use the **URL / Phone number space** for Zoom or Teams links

Be sure to include directions to your office or other details in the **Special Instructions** section

ADD AVAILABILITY

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From 8:00am To 11:00am

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

How long is this availability active?

Spring 2023 (Default Term)

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

☒ In-person ☒ Phone ☒ Virtual

Care Unit

Faculty Office Hours

Location

Faculty Office

Services

☒ Office Hours - general question ☒ Office Hours - need help

☒ Office Hours - question about class

URL / Phone Number

Use this for a zoom link or phone number

Special Instructions for Student

B *I* **:=** **:=** **↶** **↷**

Use this space to provide directions to your office location - and any details they need for how to get there or what to bring. You can also include links, phone numbers etc.

Will you be meeting with multiple students?

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

Max Number of Students per Appointment

1

Cancel Save

This model is for FACULTY ADVISING HOURS

ADD AVAILABILITY ✕

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From 8:00am To 10:30am

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

How long is this availability active?
Fall 2024

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
☒ In-person ☒ Virtual

Care Unit
Academic Advising

Location
Faculty Advisor Office

Services
☒ Advisement / Registration Help

URL / Phone Number
Put a zoom link here

Special Instructions for Student
B *I* | |
Use this space to describe where your office is and how to get there; particularly if it's within a suite of offices.

For virtual appointments clarify if it's zoom or teams and include the room url above.

Will you be meeting with multiple students?

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

Max Number of Students per Appointment
1

Cancel **Save**

You do not need to set up a separate availability for each time slot; Navigate will break up the hours you've offered into standard slots of equal times. If hours are the same for two days – both days can be selected

We recommend opting for both appointments and drop ins when you know the hours you've set aside are consistent; so students are able to check in with you because they happen to be available that day

You can choose multiple meeting types (phone, virtual or in person) for the same hours – or just one type

Choose the **Academic Advising care unit** for hours you want to show up as available for advisement hours

Choose the **Faculty Advisor Office** location for office hours; whether the hours are in person or virtual

Choose a **range of services** if there are multiple options offered so students have the best chance of seeing your available hours – students may choose different services to search for your hours

You can use the **URL / Phone number space** for Zoom or Teams links

Be sure to include directions to your office or other details in the **Special Instructions** section

This model is for FACULTY MENTOR HOURS

ADD AVAILABILITY

When are you available to meet?

Mon

Tue

Wed

Thu

Fri

Sat

Sun

From

To

8:00am

12:00pm

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

How long is this availability active?

Fall 2024

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

☒ In-person

☒ Virtual

Care Unit

Faculty Office Hours and Faculty Mentoring

Location

Faculty Office Hours

Services

☒ Faculty Mentor session

URL / Phone Number

put zoom link here

Special Instructions for Student

B *I*

Use this space for specific instructions about how to get to your office or how to connect remotely

Will you be meeting with multiple students?

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

Max Number of Students per Appointment

1

Cancel

Save

You do not need to set up a separate availability for each time slot; Navigate will break up the hours you've offered into standard slots of equal times. If hours are the same for two days – both days can be selected

We recommend opting for both appointments and drop ins when you know the hours you've set aside are consistent; so students are able to check in with you because they happen to be available that day

You can choose multiple meeting types (phone, virtual or in person) for the same hours – or just one type

Choose the **Faculty Office Hours and Faculty Mentoring** for hours you want to show up as available for

Choose the **Faculty Office Hours** location for office hours; whether the hours are in person or virtual

Choose **Faculty Mentor Session** as the specific service

You can use the **URL / Phone number space** for Zoom or Teams links

Be sure to include directions to your office or other details in the **Special Instructions** section