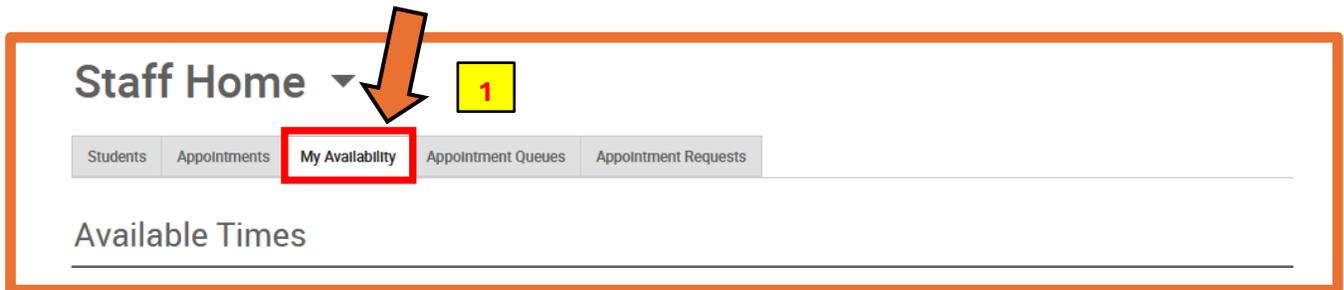


## Navigate: How to Setup Your Availability

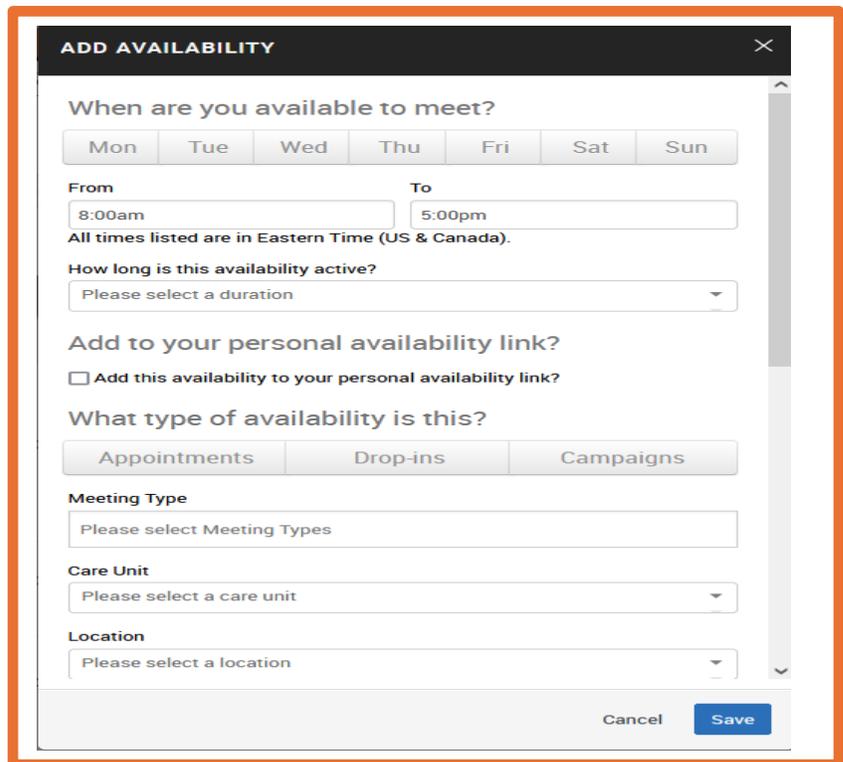
The availability you set up within Navigate dictates students' ability to schedule appointments with you.

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.

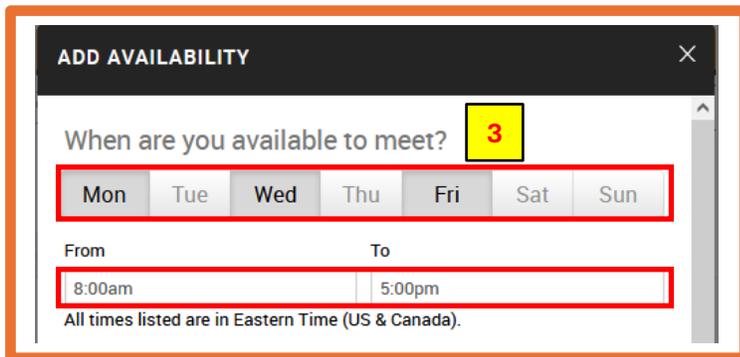


2. Then, click on the **Actions** menu and select **Add Time**. This will open up the ADD AVAILABILITY dialogue box, where you can begin your **Availability** preference.



A screenshot of the 'ADD AVAILABILITY' dialogue box. The title is 'ADD AVAILABILITY'. The main question is 'When are you available to meet?'. Below this are tabs for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. There are input fields for 'From' (8:00am) and 'To' (5:00pm). Below these is the text 'All times listed are in Eastern Time (US & Canada)'. There is a dropdown menu for 'How long is this availability active?' with the text 'Please select a duration'. Below this is a checkbox for 'Add to your personal availability link?' with the text 'Add this availability to your personal availability link?'. There are three buttons: 'Appointments', 'Drop-ins', and 'Campaigns'. Below these are three dropdown menus: 'Meeting Type' (Please select Meeting Types), 'Care Unit' (Please select a care unit), and 'Location' (Please select a location). At the bottom right are '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**

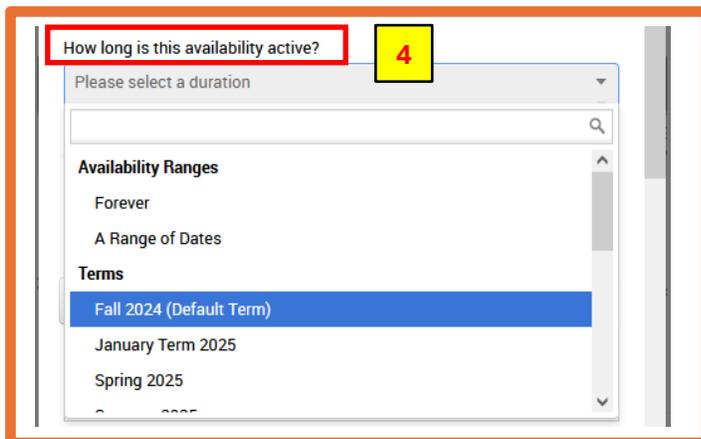
Mon Tue Wed Thu Fri Sat Sun

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

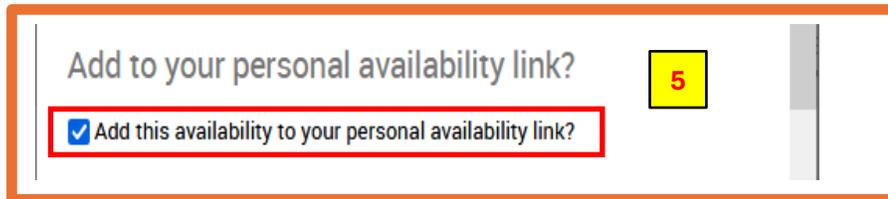
Availability Ranges

- 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.



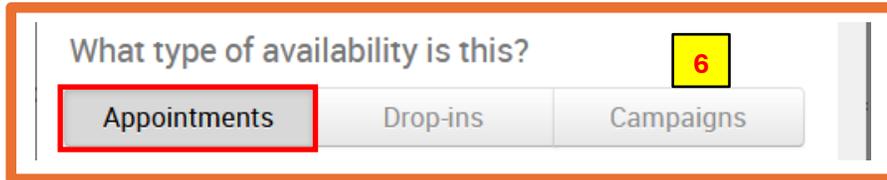
**Personal Availability Links (PAL)** are a useful tool for scheduling. Each PAL is unique to a staff member in Navigate. The link does **not** change over time. When you include a PAL in a URL field, website, email, or SMS (Text Message) and students click the link, they are taken to the **New Appointment** 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.
- Appointments** = availability for your advisees to set appointments with you.
  - Drop-ins** = defined hours you are available for **walk-in** services; students will be able to log their drop-ins via signing into their Navigate360 student app or a kiosk (If a kiosk is applicable to your area)

**Drop-In Availabilities within Student Scheduler is Available at the Following Care Units and Specific Locations**

Care Unit	Location	Who Can Schedule an Appointment?
Academic Advising	Academic Advising Center-Butler Library	All students
Academic Advising	Roar to Success-Bengal Success Center	Only Roar to Success Students
Accessibility Services	Student Accessibility Services	All students
Athletics	Houston Gym	Only students participating in a BSU sport
Faculty Office Hours	Instructor's Office	Only students registered to take your course(s)
General Subject Support Services	Academic Center for Excellence	All students
Math Support Services	Academic Center for Excellence	All students
Writing Support Services	Academic Center for Excellence	All students
Residence Life	Complex Director's Office	All students
Residence Life	Residence Life - Bengal Hall	Only students living in Bengal Hall
Residence Life	Residence Life - Bishop Hall	Only students living in Bishop Hall
Residence Life	Residence Life - Moore Complex	Only students living in Moore Complex
Residence Life	Residence Life - Neumann Hall	Only students living in Neumann Hall
Residence Life	Residence Life - Tower 1	Only students living in Tower 1
Residence Life	Residence Life - Tower 3	Only students living in Tower 3
Residence Life	Residence Life - Tower 4	Only students living in Tower 4
Residence Life	Residence Life – Student Apartment Complex	Only students living in Student Apartment Complex

- 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.

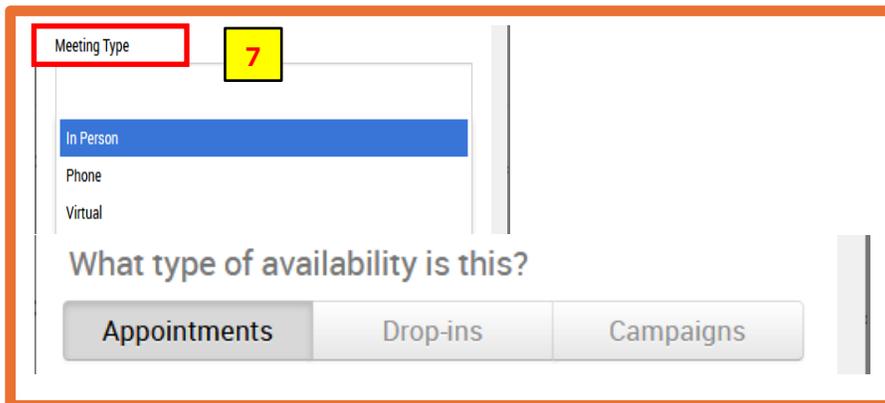


What type of availability is this? 6

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.



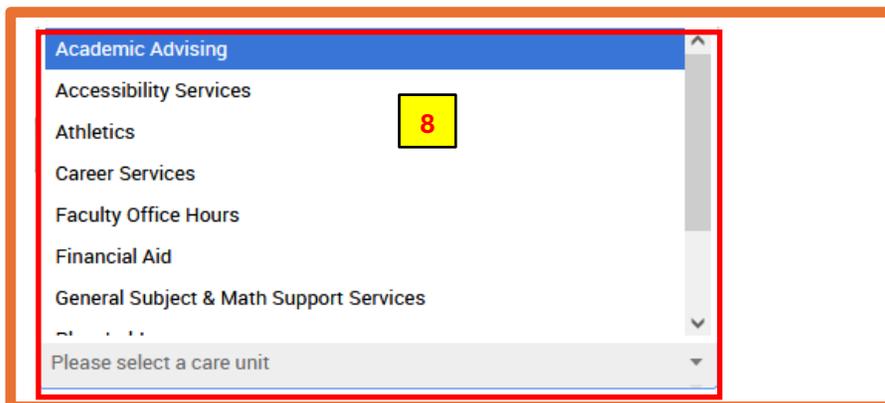
Meeting Type 7

In Person  
 Phone  
 Virtual

What type of availability is this?

Appointments  Drop-ins  Campaigns

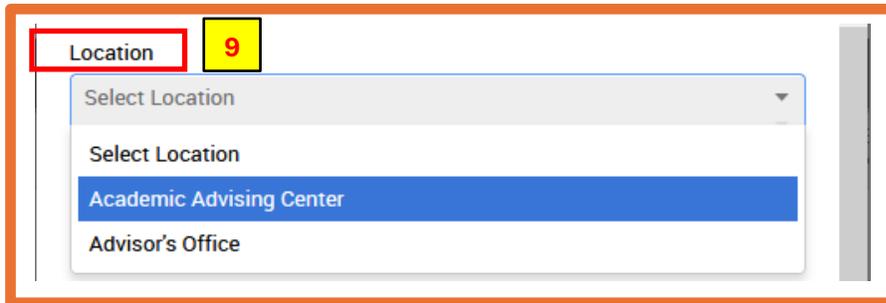
- 8. Choose the **Care Unit** that the Availability is related to.



Please select a care unit 8

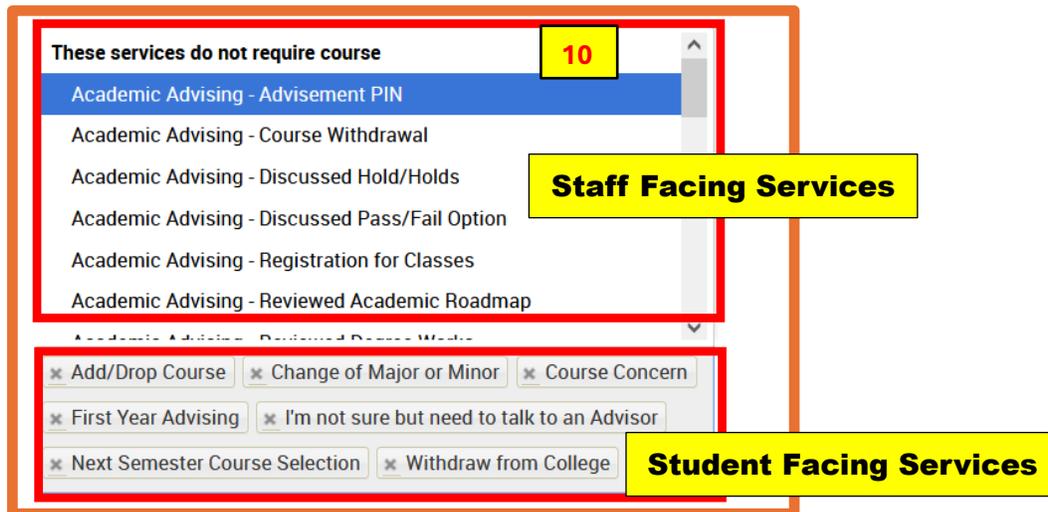
- Academic Advising
- Accessibility Services
- Athletics
- Career Services
- Faculty Office Hours
- Financial Aid
- General Subject & Math Support Services
- ...

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.



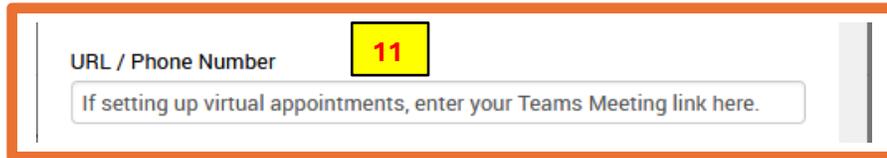
10. Select all the **Service(s)** (Appointment Reasons) from the drop-down list that you are offering students.

**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. Some examples of Staff Facing Services are: Academic Advising - Advisement PIN, Counseling - Academic Concern, Other - Discussed Various Campus Resources. **A dash (-) before the Service indicates that the Service is Staff Facing.** The Staff Facing Services act as SpeedNotes (Topics of discussion during your meeting) that you can select when completing your Appointment Summary Reports.



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.



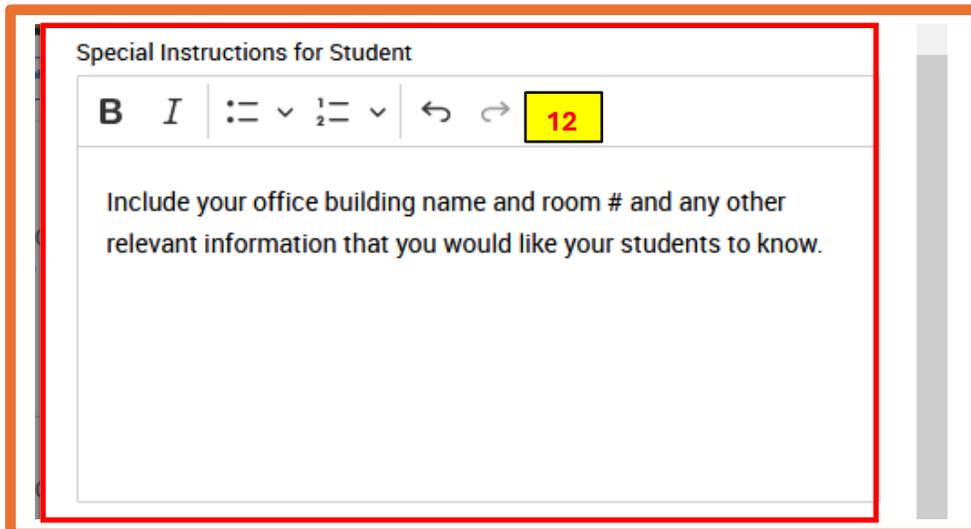
URL / Phone Number **11**

If setting up virtual appointments, enter your Teams Meeting link here.

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** | := ∨ ½= ∨ | ↶ ↷ **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**

Cancel

**Staff Home** ▾

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

**Available Times**

Actions ▾

<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 - 2:00pm	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>

- 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.