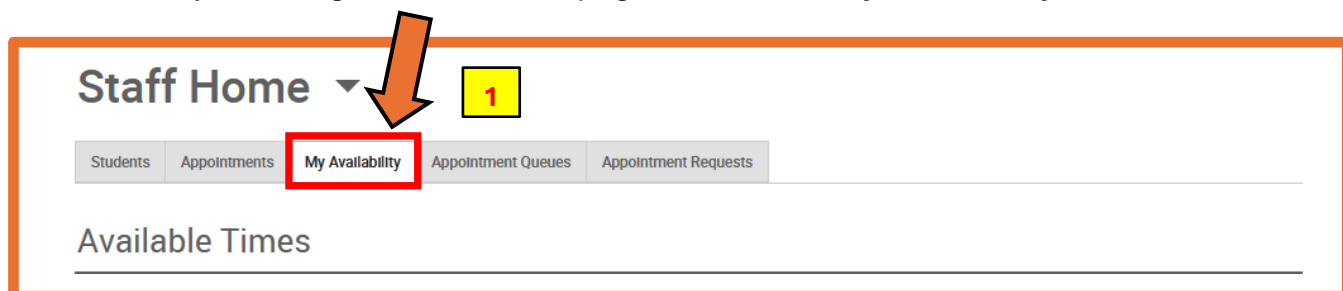


Navigate: How to Setup Your Availability

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.




Staff Home ▼

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

Available Times

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.



Actions ▲

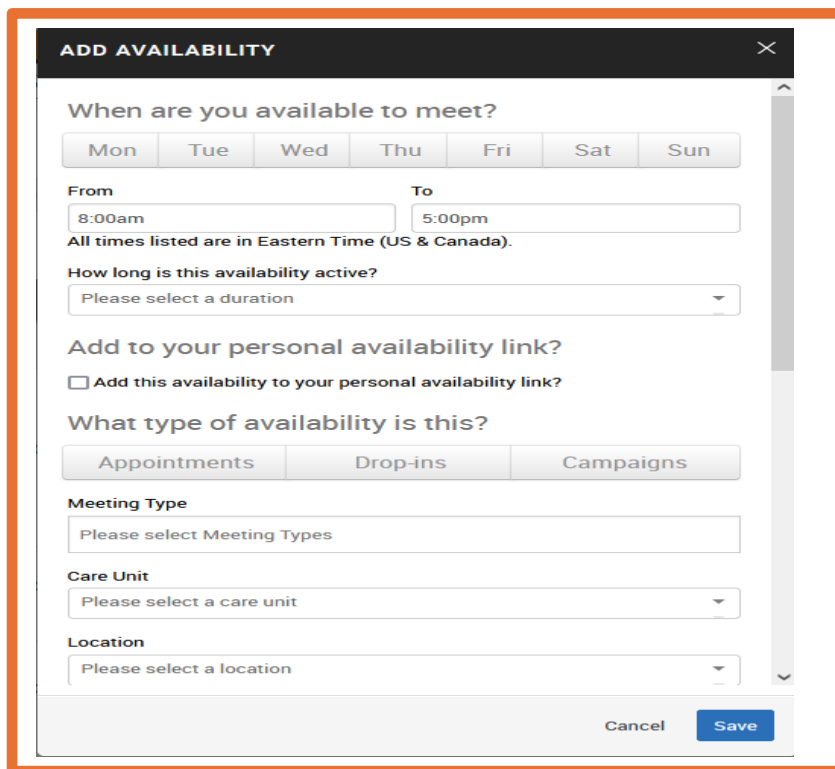
Add Time

Copy Time

Delete Time

Add to Personal Link

Remove from Personal Link



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 Eastern Time (US & Canada).

How long is this availability active?
Please select a duration

Add to your personal availability link?
☐ Add this availability to your personal availability link?

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

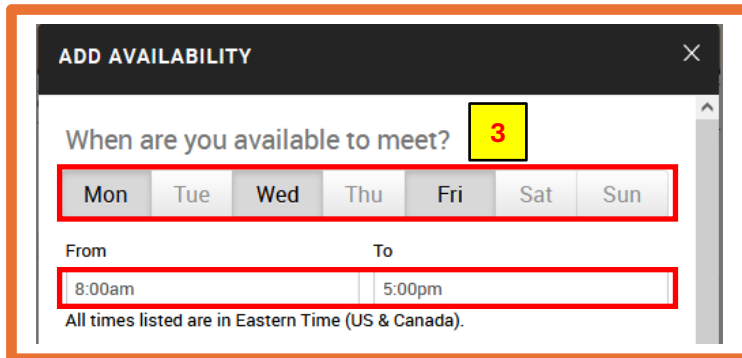
Meeting Type
Please select Meeting Types

Care Unit
Please select a care unit

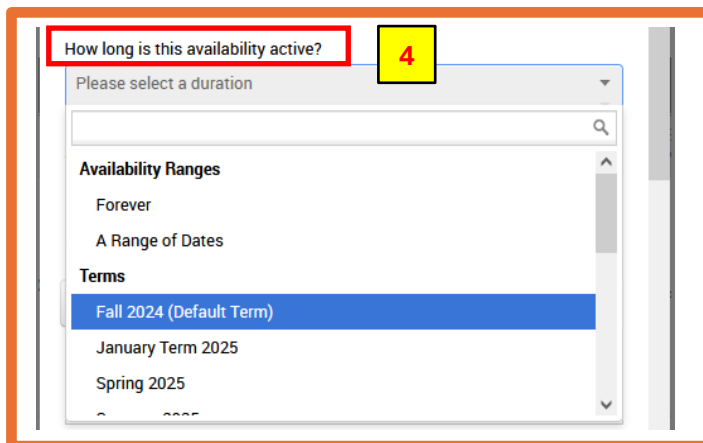
Location
Please select a location

Cancel Save

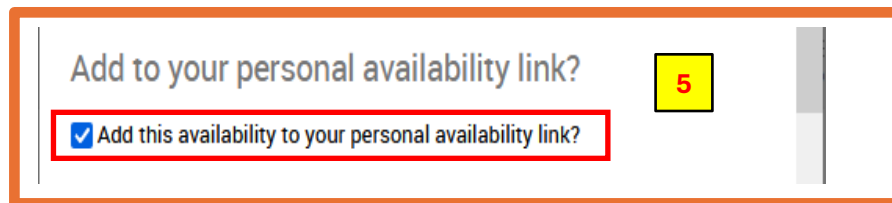
- Days and times.** Select the days when you are available to meet with students and the times for those days. If you have availability on the same day in the AM and PM, you would create 2 different availabilities. One for the AM and one for the PM.



- 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.**

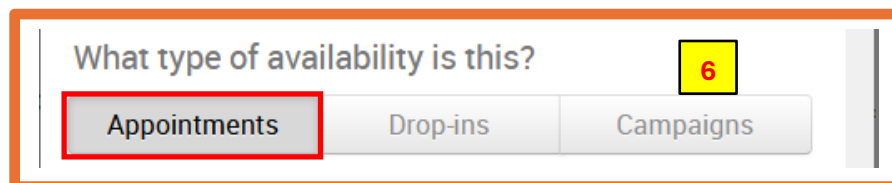


5. If you want this availability added to your Personal Availability Link, select **Add This Availability to Your Personal Availability Link?** You can put the Personal Availability Link (PAL) in an email or text or on a website. Students are taken to a scheduling workflow that has the staff/faculty's chosen availabilities pre-filled.



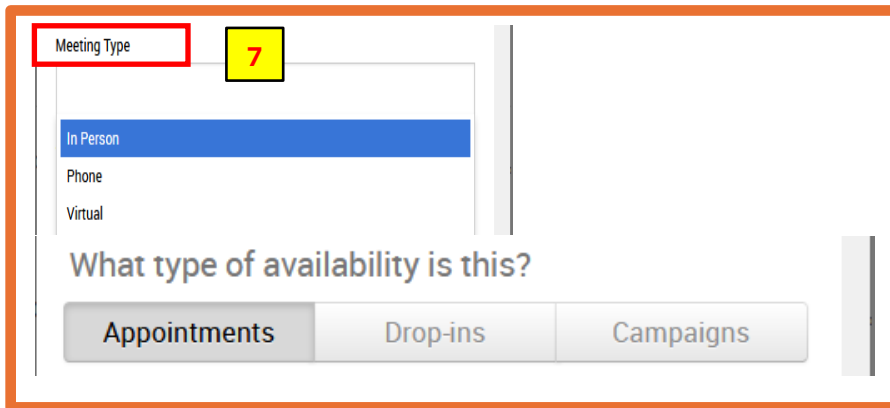
Personal Availability Links (PAL) are a useful tool for scheduling. Each PAL is unique to a staff member in Navigate. The link does not change over time. When you include a PAL in a URL field, website, email, or SMS (Text Message) and students click the link, they are taken to the **New Appointment** 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.
 - a. **Appointments** = availability for your advisees to set appointments with you.
 - b. **Drop-ins** = students on your **assigned caseload** can schedule a drop-in 'appointment' with you. This feature is permission based. So, **Drop-ins** may be setup differently across Care Units. For example, Drop-ins for one Care Unit might mean that this drop-in time is open for the entire study population.
 - 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.



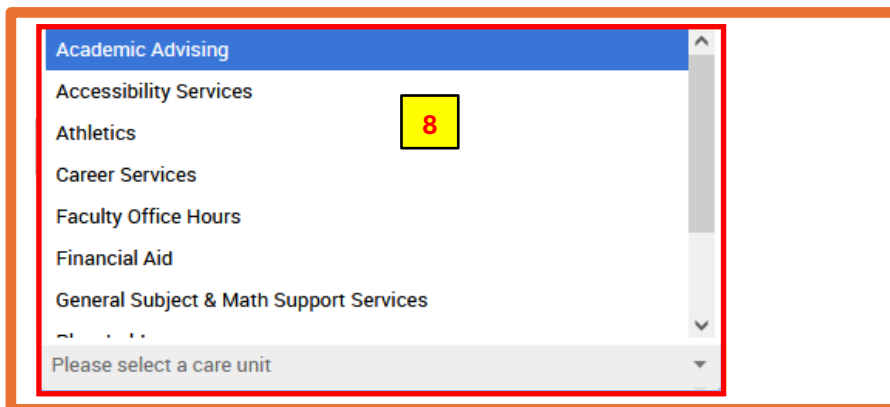
Note: The Personality Availability Link only works for regular **Appointments**, not for Drop-in's and Campaigns

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.



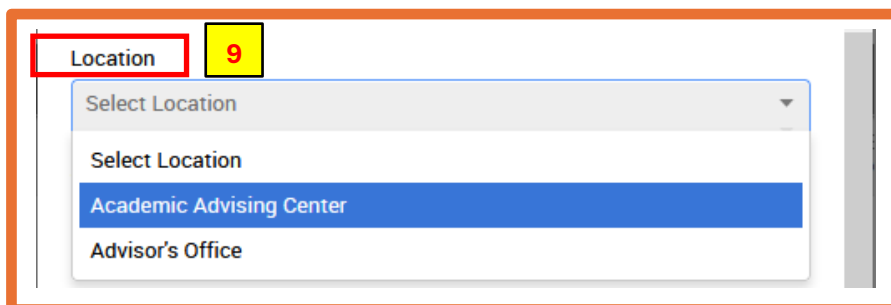
The screenshot shows a dropdown menu for the "Meeting Type" field. The dropdown is open, displaying three options: "In Person" (highlighted in blue), "Phone", and "Virtual". A yellow box with the number "7" is placed next to the dropdown arrow. Below the dropdown, the text "What type of availability is this?" is displayed. At the bottom, there are three buttons: "Appointments" (active), "Drop-ins", and "Campaigns".

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



The screenshot shows a dropdown menu for the "Care Unit" field. The dropdown is open, displaying a list of care units: "Academic Advising" (highlighted in blue), "Accessibility Services", "Athletics", "Career Services", "Faculty Office Hours", "Financial Aid", "General Subject & Math Support Services", and "Please select a care unit". A yellow box with the number "8" is placed next to the dropdown arrow.

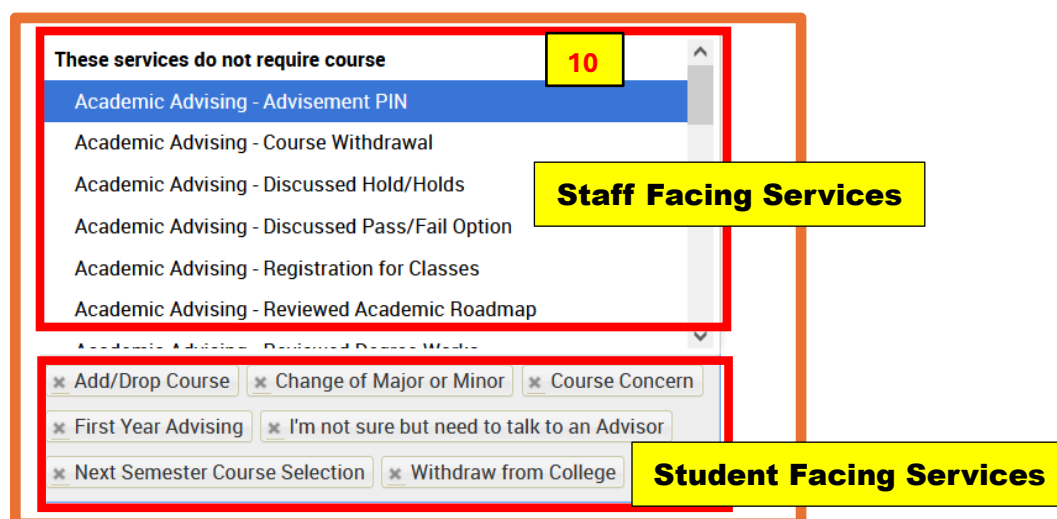
9. Choose the **Location** where appointments are taking place. For the purposes of Navigate, a Location is not considered a physical office space and room number.



The screenshot shows a dropdown menu for the "Location" field. The dropdown is open, displaying three options: "Select Location" (highlighted in blue), "Academic Advising Center", and "Advisor's Office". A yellow box with the number "9" is placed next to the dropdown arrow.

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, 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.



These services do not require course 10

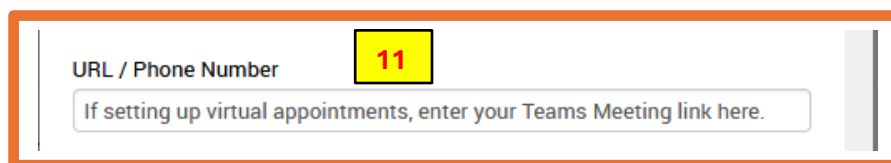
- Academic Advising - Advisement PIN
- Academic Advising - Course Withdrawal
- Academic Advising - Discussed Hold/Holds
- Academic Advising - Discussed Pass/Fail Option
- Academic Advising - Registration for Classes
- Academic Advising - Reviewed Academic Roadmap
- Academic Advising - Reviewed Degree Works
- x Add/Drop Course
- x Change of Major or Minor
- x Course Concern
- x First Year Advising
- x I'm not sure but need to talk to an Advisor
- x Next Semester Course Selection
- x Withdraw from College

Staff Facing Services

Student Facing Services

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.



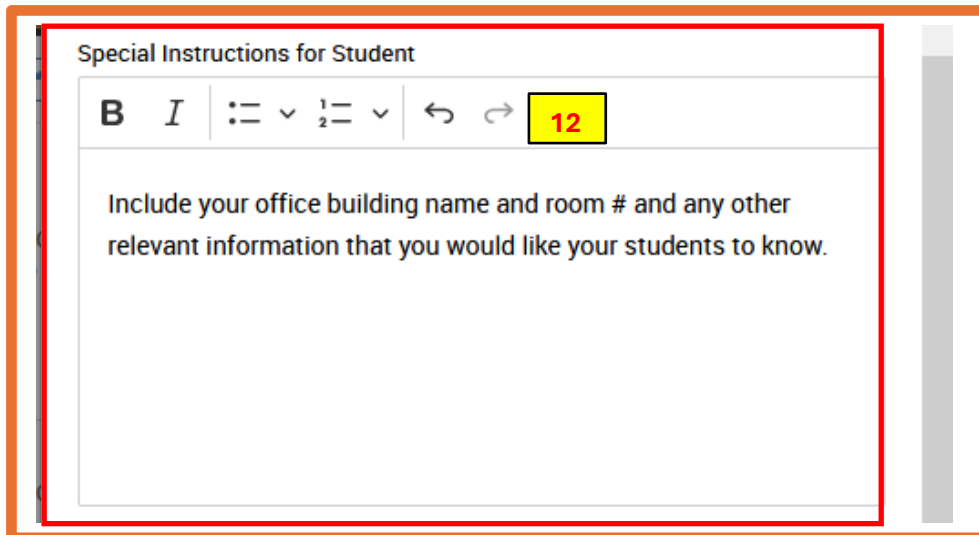
URL / Phone Number 11

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!



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 ▾	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 Edit

Actions ▴

- 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.