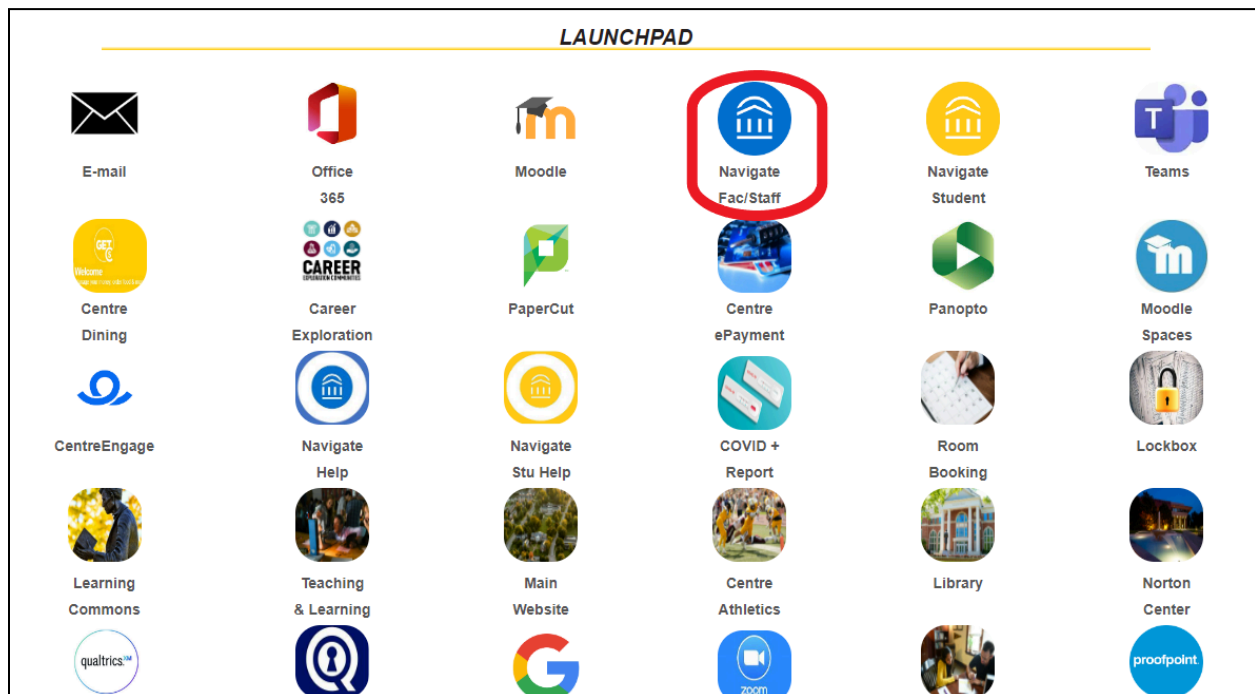


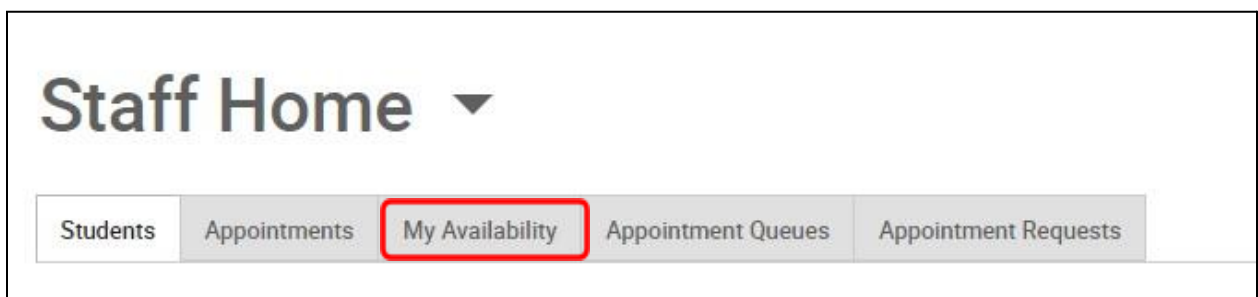
Setting Availability in Navigate360

As a new user, the first thing to do is set up availability so students can see when you have drop-in times, when you have appointment slots, and this process also allows you to set up appointment campaigns when students need to meet with you for academic advising, scholarship mentoring, etc.

To access the Faculty/Staff version of Navigate360, login to **CentreNet** and click the Navigate Faculty/Staff button from the launchpad.

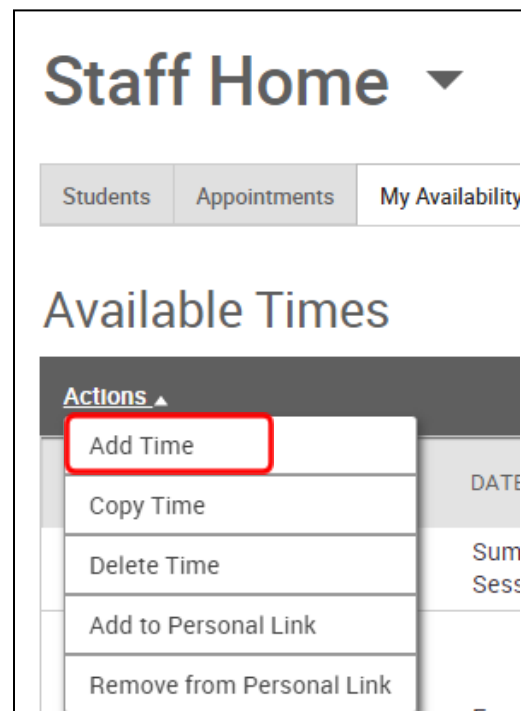


1. For Faculty and Staff- from “Staff Home” click on the [My Availability](#) tab:



Setting Availability in Navigate360

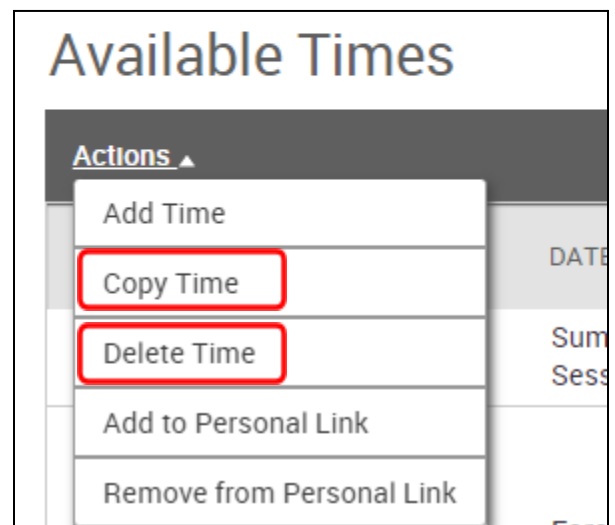
2. Click on the **Actions** drop down menu and then click **Add Time**.



Other options from the “Actions” menu:

Copy Time - to duplicate a time, click on the box next to the time you would like to copy and then click the Copy Time link from the “Actions” drop down menu. The availabilities will be copied and a dialog will open allowing you to make edits or simply save your newly created availability. This is a helpful feature for faculty and staff who serve in more than one role (i.e. an instructor and an academic advisor).

Delete Time - to delete your availability, simply click the box next the time you want to delete and click the Delete Time button from the “Actions” drop down menu.



Setting Availability in Navigate360

3. To add “**Add Time**”
 - a. Select **days** and **times** you are available to meet with students
 - b. Select the **duration** (how long will this availability be active- a semester, a range of dates, forever, etc.)
 - c. Select the **type of availability** (purpose)*
 - d. Select the **Meeting Type**
 - e. Select the **Care Unit** and **Location** and **Student Services**

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

Click on the days you are available to meet

Select the times of your availability window

Select the duration of the availability (Forever, Fall Term, etc.)

To create a **personal availability link** click this box*

Click on the type of availability (you can select more than one) **Campaigns** must be selected for that availability to show when creating an appointment campaign.

Select the type of meeting (in person, virtual, etc.)

Select the name of the care unit (Faculty Office Hours, Academic Support, etc.)

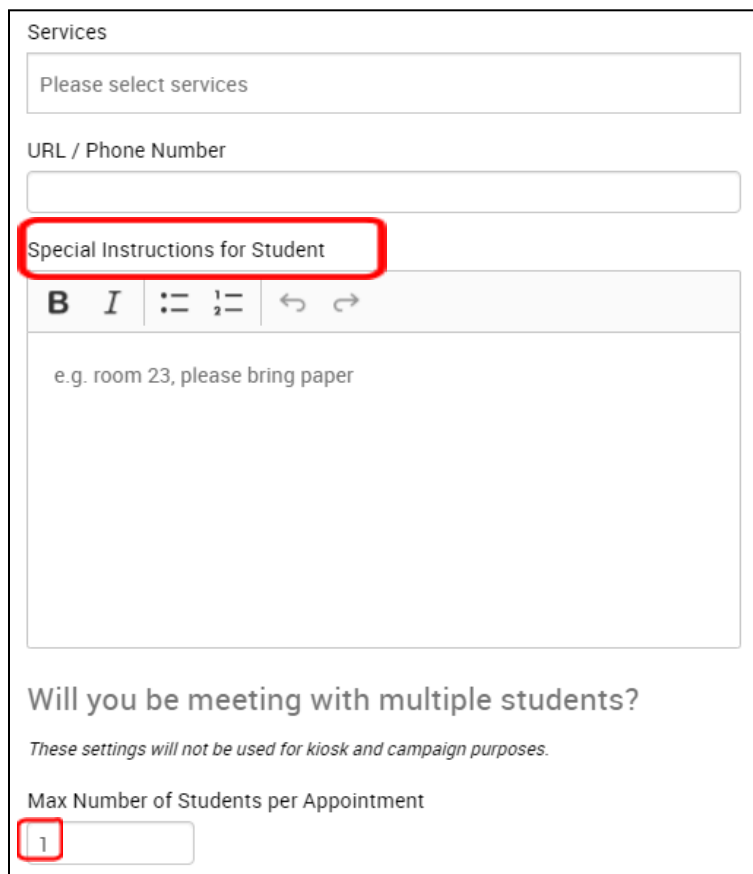
Select the location

* A Personal Availability link is a link that you can use in your email signature where students can make an appointment directly with you.

Setting Availability in Navigate360

*Overview of types of availability

- **Appointments**- Appointment Availability will enable students to schedule appointments with you for a set amount of time (30 minutes) at your Location. If your location is using the Appointment Center, your front desk workers will also use this time to schedule appointments for you.
- **Drop-ins** (or walk-in office hours)- Drop-in Availability should be set up when you are open for students to drop-in to your office. This availability will be visible to students in the app, and to staff who are using the Appointment Center.
- **Campaigns**- You must set up your availability for **Campaigns** if you will be initiating targeted outreach to students via the Appointment Campaigns feature. Setting up an Appointment Campaign will set up a custom email prompting students to schedule with you, and the campaign will track the appointments scheduled. For each campaign, you can specify the Location, Service, date ranges, and appointment length. For more information, please see Starting an Appointment/Message Campaign.



Services

Please select services

URL / Phone Number

Special Instructions for Student

B *I* **:=** **:=** **↶** **↷**

e.g. room 23, please bring paper

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

Select the types of services
you offer (Select as many
as are applicable)

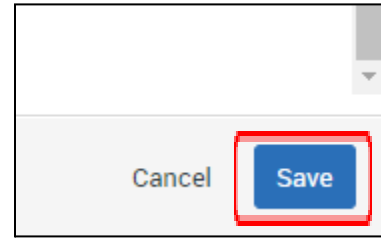
Special Instructions - You can use the special instructions box to include personalized information, such as your office room number and location. Example: *Please meet me in Olin Hall room 202. Arrive 5 minutes early and come prepared to discuss the courses you plan to register for in the upcoming term.*

Number of Students per Appointment- To make group appointments, indicate how many students are able to schedule for the same appointment slot.

Setting Availability in Navigate360

Saving Your Availability:

- Click **Save** at the bottom right hand corner of the window
- Repeat this process until all of your availabilities have been defined



For additional information, please consult the Help Center on your Navigate360 homepage by clicking on the question mark in the top right corner.



Or contact support at navigate@centre.edu

