# Navigate @ LUC Training

## Creating Availability for Appointments

You must set up your availability in Navigate Staff so students can schedule appointments with you using Navigate Student.

Your Navigate availability is simply the blocks of time in which you allow students (or administrators who manage your calendar) to make advising appointments for you.

This availability works with your Outlook calendar.

Let's look at some examples of this Outlook integration:

- (1) In Outlook, from Monday Friday, you have 12-1 blocked every day for lunch and 4-5 blocked for administrative tasks.
- Even if you set your availability in Navigate to be open from 9-5 every day, students will still not be able to schedule during noon-1 or 4-5 because of the Outlook integration. (2) In Outlook, from Monday Friday, your calendar is completely open.
- However, you prefer to only meet with students in the morning from 9-11am.

If you set your availability in Navigate to be M-F from 9-11, students will \*only\* be able to schedule within that window, and your Outlook calendar will remain open in the afternoons for other work or kinds of meetings.

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Availability From your homepage choose "My Availability"

**Choose Actions** 

or Delete Time

You can Add Time, Copy Time,

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Cancel

Save

Special Instructions for Student

Selecting your times

Select days for availability

Select length of time for availability

Select range of dates for availability

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#### Select Location

Select your Advising unit and whether you're setting up availability for In-Person or Virtual advising

Note: You will have to set up separate availabilities if you plan to offer both in person and virtual advising.

If your unit does not plan to offer \*any\* in-person advising for Fall 2020, we can temporarily remove this option so that students won't see it. Please email navigate@luc.edu to let us know.

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### **Choose Type of Availability**

For students to schedule appointments with you, you must set up 'Appointments' availability.

You may also set up Drop-ins availability if you want to use Navigate for **in-person** drop-in advising.

To learn more about Navigate's **virtual** drop-in advising, please contact navigate@luc.edu.

#### Select Services

Multiple services can be selected from this list

#### URL field

If you plan to use **one** Zoom link for all appointments scheduled in Navigate, include this link in the URL field. It will show up on all confirmation and reminder communications to the student. Note: you <u>must</u> use the waiting room feature in Zoom.

#### **Special Instructions**

If you're setting up in-person availability, this is the place to provide details about the location of meeting and any additional notes for students

If you're setting up virtual availability and do NOT want to use one Zoom link for all appointments, this is the place to let the student know how they will receive the specific Zoom link from you.

For example, "I will email you a Zoom link at the time of our appointment" Then, at the time of the appointment you can email them the link or OR invite them directly from Zoom, if you like this feature.

Or, if you prefer to use the Outlook Zoom plug-in, you may say "Look for an Outlook calendar appointment invitation from me" and then you could go to Outlook and create a concurrent meeting invitation to the student and use the Zoom plugin to generate a unique meeting ID/link. \*\*\*For more info on Zoom options, see 'Navigate & Zoom' document\*\*\*

Save

n Central Tim

Need help? Email navigate@luc.edu

Cancel

Save

Please meet in Sullivan 250. Wear a mask and practice 📹

Will you be meeting with multiple students?

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

Max Number of Students per Appointment

URL / Phone Number 📢

social distancing.

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Special Instructions for Student

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