

Setting Up Your Availability in Navigate

Get Started!

This guide is intended for those users who use the appointment scheduling tools in Navigate, whether that is by allowing students to setup appointments through the “Get Assistance” feature, by issuing out appointment campaigns, or by allowing drop-ins.

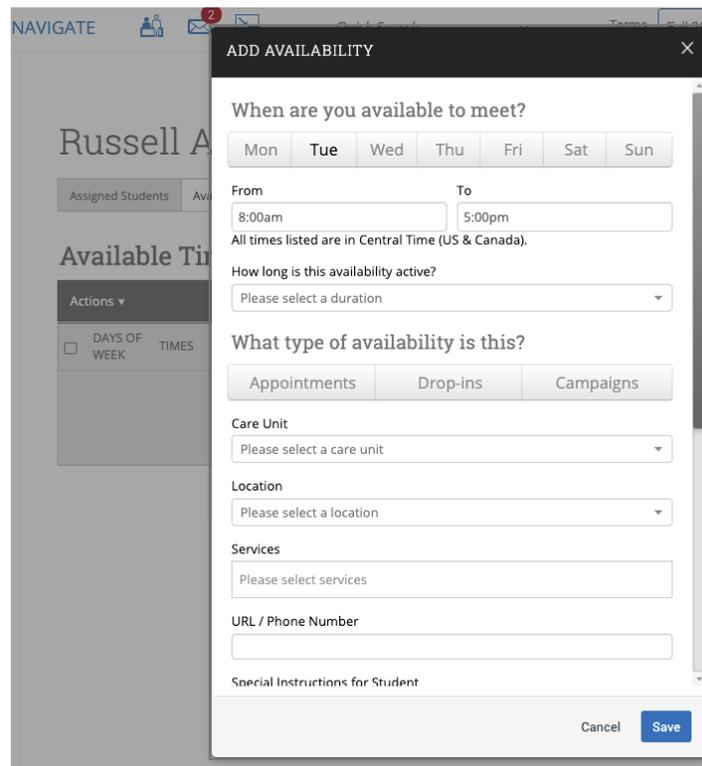
About Availability

Availability is used to define the times that you are available to meet with students. You can setup your availability for different date/time combinations, for different services, and for different types of appointments. Users who are not using any appointment scheduling functions, do not need to set up Availability.

Calendar Sync

Navigate has the ability to sync your Navigate calendar with your Outlook calendar. This allows users to have a comprehensive view of their available times—taking in any additional meetings, out-of-the-office blocks, lunch time, etc. To setup Calendar Sync, refer to the [Syncing an Outlook Calendar to Navigate \(PDF\)](#) available in the Navigate Resource Site.

Set up Availability



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 Central Time (US & Canada).

How long is this availability active?
Please select a duration

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

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

URL / Phone Number

Special Instructions for Student

Cancel Save

To set up your availability, log in to Navigate, then access your **Staff Home** → **Availabilities** tab, then follow the steps below:

1. Click on **Actions** → **Add Time**
2. In the “Add Availability” window, complete the following settings:



Remember you can repeat these steps as many times as needed to make different date/time and other appointment combinations.

When are you available to meet?	Select the days that you are available for appointments.
From & To	Enter the time range you are available for appointments.
How long is this availability active?	Determine whether this availability should be enabled for: <ul style="list-style-type: none"> • The Current Term • A Range of Dates • Forever
What type of availability is this?	You can setup your availability so that students can schedule appointments with you via the “Get Assistance” appointment scheduling workflow, via drop-ins, or via appointment campaigns. <ul style="list-style-type: none"> • Appointments • Drop-ins • Campaigns
Care Unit	Select the care unit that you will be providing services for. <ul style="list-style-type: none"> • Advising: should be used for any Main Campus UG and SPS staff • Health Professions: should be used for any staff in Optometry, Physical Therapy, Pharmacy, or SOM. • Tutoring: should be used for any Main Campus Tutoring services
Location	Select the Location(s) that you want to offer for appointment scheduling. The Location is tied to the Care Unit.
Services	Select the Service(s) that you want to offer for appointment scheduling. The Service(s) are also tied to the Care Unit <i>and</i> the Locations. To see the relationship between configured Care Units – Locations – Services, review our Care Unit Configuration Matrix available in the Navigate Resource Site.
URL/Phone Number	You can include a URL to a Zoom meeting (or anything else) or a Phone Number so that the student will have that information instantly when they schedule an appointment.
Special Instructions for the Student	This is a message that a student will see as soon as they complete booking their appointment. You can include items like “make sure to bring your Student ID” or any other details that may be needed for your appointment.
Will you be meeting with multiple students?	Determine whether more than 1 student can schedule an appointment in a given date/time slot.



Additional Resources

Navigate Help Center: <https://support.gradesfirst.com/hc/en-us>

My Availability: <https://support.gradesfirst.com/hc/en-us/articles/360014072874-My-Availability>

Common Availability Issues: <https://support.gradesfirst.com/hc/en-us/articles/360059267693-Common-Availability-Issues>