# UWSP Navigate How-To:

Setting Up Availability

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Availability allows staff to indicate the days, times, locations, and services for which they are available to meet with students. Staff can choose whether the availability active duration is for a specific term, a specific set of dates, or forever. Staff can set availability for appointment scheduling, drop-in visits, and/or appointment campaign purposes.

Step 1:

Be sure you are at your Staff Home page. Next, select the tab that says, "My Availability." Locate the "Actions" menu, click it, and then select, "Add Time."
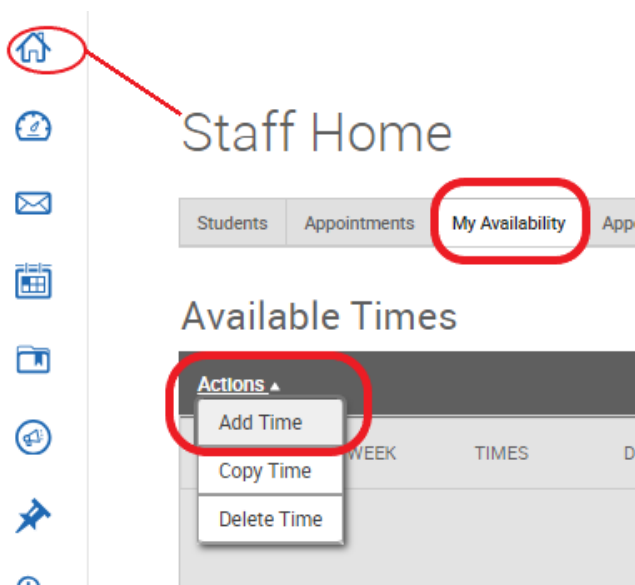
Help Is Available!

If you have questions, need assistance, or would like to learn more about what Navigate can offer, please contact our campus Navigate Administrator, Greg Lang, at Navigate@uwsp.edu . Greg also offers dedicated one-on-one meetings, training for departments, and other services to help you use Navigate to its full potential. We are here to help!

Step 2:

A new menu will appear. Start by selecting the day(s) of the week, and then a time range. In the example below, a student could schedule on Mon. or Wed., with the first available appointment at 9am, and the final 30-minute appointment starting at 3:30pm.

ADD AVAILABILITY

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From
9:00am

To
4:00pm

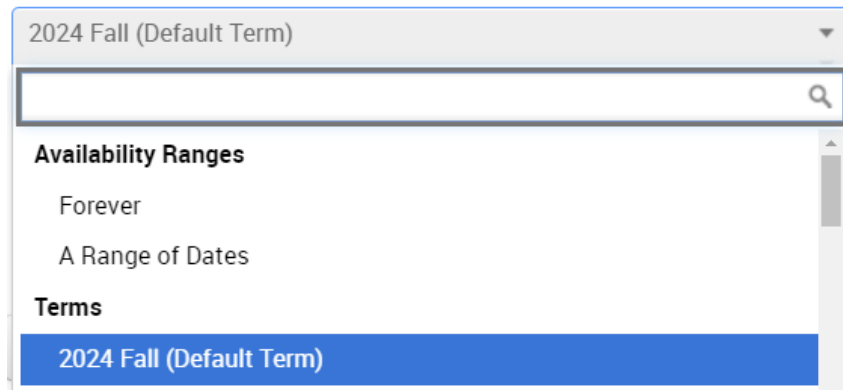All times listed are in Central Time (US & Canada).

Step 3:

Select how long you want this availability to be active. There are three options:

- A specific term, active from the first day of the selected term until the final day of the selected term
- A specific date range
- Forever, which is effective immediately and has no end date

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How long is this availability active?

2024 Fall (Default Term) ▼

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Availability Ranges

Forever

A Range of Dates

Terms

2024 Fall (Default Term)

Step 4:

Decide if you want this availability to be included in your Personal Availability Link. This link brings students directly to your scheduling calendar rather than having to go through the entire Navigate scheduler.

Add to your personal availability link?

☑ Add this availability to your personal availability link?

Step 5:

Select which type of appointments you are available for during this time.

- **"Drop-Ins" (basic/required):** Setting drop-ins displays your office hours on the Navigate app. These are times where a student could simply stop by your office.
- **"Appointments" (better/recommended):** Setting appointments enables students to self-schedule in the mobile app. These are standard appointments, pre-scheduled by the student to meet at a later date/time.
- **"Campaigns" (better/recommended):** Selecting campaigns enables scheduling for your Appointment Campaigns (staff initiated scheduling campaigns) that you can set up.

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What type of availability is this?

Appointments	Drop-ins	Campaigns

Step 6:

Select the meeting type(s) a student can choose from for this Availability: In-Person, Virtual, and/or Phone.

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Step 7:

Select your Care Unit, Location, and Service(s) for this Availability. You can select multiple Services.

Care Unit

Advising ▾

Location

Adviser's Office - Stevens Point ▾

Services

× Adding or Dropping Courses   × Registration Advising Appointment

× Change/Explore Majors and/or Minors

Major Exploration Workshop

Personal/Academic Support

Step 8:

If you have enabled Virtual, or Phone appointments, you can insert a virtual meeting link or phone number in this box. For example, ACAC advisers insert their Zoom personal meeting room invites here.

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URL / Phone Number

Step 9:

In this box, you can provide Special Instructions for students, like your office location for in-person meetings, what documents to bring, or how to prepare for the appointment. Students receive the contents of this box multiple times via auto email reminders.

Special Instructions for Student

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For virtual appointments, please join my Zoom meeting room at our scheduled time, using the link below:

https://wisconsin-edu.zoom.us/j/96086972124

For phone appointments, please call 715-346-1234.

For in-person appointments, please come to CCC 209.

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Step 10:

Next, select how many students can attend a single appointment. One at a time, or more than one for group advising.

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

Final Step:

Save your Availability!

Cancel   Save

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