

Setting up Faculty Office Hours and Advisement Hours (for faculty that advise) Availability in Navigate - Requested of all Full-Time Faculty January 2023

What: Availability lets faculty indicate the days, times, locations, and services they offer when meeting with students. It is a cornerstone of Navigate’s workflows and is located on a faculty member’s **Home page labeled Staff Home**.

Where: Individual users set their availability on the **My Availability** tab of their faculty page labeled **Staff Home page**. All Faculty have both a Staff page and a Professor page.

Who: Availability is for any **faculty** member who has appointments with students.

Expectation: The median number of office hours/week by a WP faculty member is 3 across 2 days, and thus what is requested as a minimum. If a faculty member is also an advisor, please have additional Advising Hours entered as well during key moments of advising, typically during the pre-registration period and through the end of the semester. How many advising hours to offer should be informed by your advising load.

There is significant flexibility when you create availabilities. Faculty can choose the length of the availability’s duration, which can range from a specific set of dates to forever. Availability can be set for appointments, appointment types, drop- in visits, and/or appointment campaigns. For group appointments, faculty can set how many students can attend a single appointment slot.

Creating Availabilities for Yourself

To have the ability to schedule appointments with students in Navigate and have students schedule appointments with you, you must have at least one availability set up. The following instructions are meant for a faculty user creating availabilities. Go to **Staff Home > My Availability**. You should see a table of existing Availabilities, if any, and your **Personal Availability Link**.

Staff Home ▾

Students Appointments **My Availability** Appointment Queue Appointment Requests

Available Times

Actions	Day of Week	Time	Dates	Location	Purpose	Capacity	Personal Link	Meeting Type
<input type="checkbox"/>	W	9:00am - 10:00am	September 02, 2022 to September 02, 2022	Advisement Center - Faulstich Hall	W&P Power program Fall Campaigns	Academic Advising	No	H-PROST View Link

* All times listed are in Eastern Time (US & Canada)

1. Open the **Actions** menu using the down arrow icon and select **Add Time**.

2. The **Add Availability** dialog opens.

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

Use the steps below to set up your availability; bolded areas below identify the drop downs and other choices you need to make on the form.

1. **Choose days of the week** for the availability by clicking on them. If you want different hours on different days then build your availability one day at a time.
2. **Select the start and end time** for the availability in the *From* and *To* fields.
3. **Set the length of the availability** with the *How Long Is this Availability Active?* field. Choose either the term, or a selected range of dates if you know your schedule will change frequently.
4. **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 in an email or text or on a website. Students are then taken to a scheduling workflow that has the faculty member's chosen availabilities pre-filled.
5. **Select your Availability types**. You can choose more than one at a time. Set your availability for both Drop-In and Appointments. (Campaigns are used if you want to encourage a specific group of students to see you at hours set aside for them). Students will be able to schedule an appointment 12 hours or more ahead of the meeting time; any time not taken with an appointment will show as available for drop in.

6. **Select your Meeting Types.** You can choose more than one type at a time. For example, an availability can be set as In-Person, Phone, or Virtual. In that case the student will choose their preference when making the appointment.
7. **Select Care Unit.** We have a Faculty Office Hours Care unit pre-built for you that you can select – this is what students will be choosing in their app to connect to your office hours. We also have an Academic Advising Care Unit that should be used to set up Advisement Specific office hours.
8. **Select a Location.** Location is how Navigate organizes faculty – *it does not* refer to type of meeting (in person, virtual, phone). We have a Faculty Office Hours Location pre-built – you should put your specific office instructions in the notes for the student so they can see where you are located. We also have a Faculty Office or Online Office location for advisement hours as well.
9. Scroll down to see the bottom of the form:

ADD AVAILABILITY [Close]

Services
Please select services

URL / Phone Number

Special Instructions for Student

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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

Cancel Save

10. Select *Services*. You must choose at least one service, but can pick more. There are several Office hours options available. There are also multiple Advisement specific options available. It is recommended that you select a range of options so students will see your availability regardless of the service they're looking for.
12. If you have phone or virtual hours available enter a phone number or URL in the *URL / Phone Number* field. A clickable version of this link appears for students who create an appointment during the availability on the **Appointment Confirmation** page.

13. **Enter special instructions** for this availability – these should include how to get to your office, things to bring if asking questions, or additional information for virtual or phone appointments, if you need more space for a url or phone number.
14. **Determine how many students can be in one appointment.** If you do not select a *Max Number of Students per Appointment*, the maximum number stays 1.
15. Click **Save** to create the availability.
16. Repeat this process any time you want to add another availability. You can have as many availabilities as you want.

Managing Existing Availabilities

When you create availabilities, you can usually edit, copy, or delete availabilities.

To edit an existing availability, click the **Edit** link next to the entry you want to change. Editing an availability is very similar to adding an availability, so refer to the instructions above for information. Please note: editing an existing availability DOES NOT edit or change already scheduled appointments.

To copy an existing availability, select the time you would like to copy, open the **Actions** menu and click **Copy Time**. The availabilities are copied and a **Modify Availability** dialog opens, allowing you to make edits or to save your newly created availability.

To delete an availability, simply select the time, open the **Actions** menu and click **Delete Time**.

Using Personal Availability Links (PAL)

Personal Availability Links (PAL) are a useful tool for scheduling. Each PAL is unique to a faculty member in Navigate. The link does not change over time.

When you include a PAL in a URL field, website, email, or SMS, and students click the link, they are taken to the **New Appointment** page in student scheduling. If your institution uses Navigate Student, the link redirects to the scheduling page in the student's browser and asks if they want to continue in the browser or open Navigate Student app.