

**Availability**

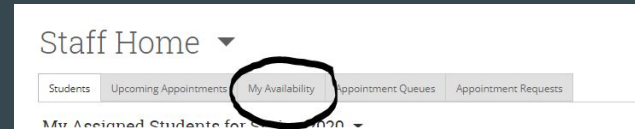
# Availability (and why it's important)

What does availability do?

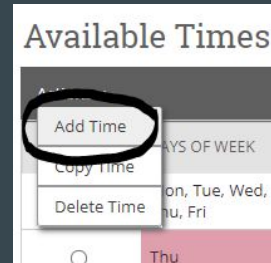
- Anytime you want a student to schedule with you, it requires your availability to be set before anyone can see that you are available to meet with them.
- Availability drives setting up appointment campaigns, too.
- There are 3 appointment types in availability (appointment, drop-in, campaigns).
- You can also customize availability for the type of meeting for which you are available (in-person or virtual).

How to do it:

1.



2.



## 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

### 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

Select all of the days you want to be available. \*\*Remember, when you sync your Outlook with Navigate, students will only see the times you are free to meet.

Customize the timeframe you want to be available.

How long is this availability active?

Please select a duration

Spring 2020

A Range of Dates

Forever

Selecting the term will make your availability active for the entire term.

“A Range of Dates” Allows you to select specific date ranges for availability including a single day for one-time events.

“Forever” indicates something you **always** want to be available for.

See next slide.

Do you want students to schedule with you in the student scheduler in advance (**appointments**), when they stop by (**drop-in**), through a coordinated email outreach with a schedule link (**campaign**)? You can choose more than 1.

Will you be meeting in-person or virtually? See next slide for more details.

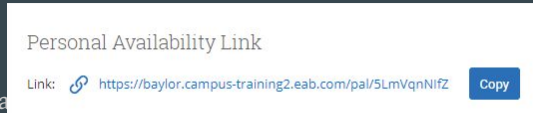
In which Care Unit will this availability be?

In what location will you be offering this appointment?

# 2 Exciting New Features in Availability

## Personal Availability Link

If you click the check box next to “Add this availability to your personal Availability link?”, that particular availability will be part of the link that Navigate will generate (listed below your availability in the “My Availability” tab) for you to share directly with students:



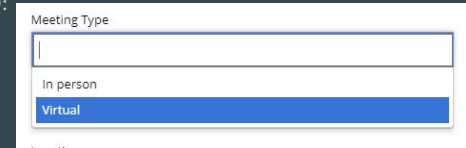
This link will “fa ) you would like them to schedule for.

How do I use this?

1. Copy the link and send it to students who reach out via email.
2. Put the link in your email signature for broader access.
3. Include the link in an introductory message to students.
4. Etc.

## Meeting Types

Select meeting types to share the way you are available to meet with students (in-person or virtual):



Students will be required to select the meeting type they prefer before confirming their appointment.

**PRO TIP:** Create unique availabilities for each meeting type, so you can customize the “special instructions to students” to share details about how you will be meeting with students. For example, in virtual appointments, you can include your Zoom link and also explain the process of meeting on Zoom in your instructions. For in-person appointments, the special instructions can detail the process for checking in. Students will receive the special instructions in both the email notification when they create the appointment and the email reminder 24 hours before the appointment.

## ADD AVAILABILITY



### 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

How many students do you want to meet with at a time?

Cancel

Save

Here you will select the reasons students will be meeting with you.

If using the “virtual” meeting type, include the url for your meeting room here.

Students will see this info in the email they receive when they make the appointment and also in their reminder email.

If you don't see a service, location or care unit that you need, please email [Navigate@baylor.edu](mailto:Navigate@baylor.edu), so someone can update the settings to meet your needs.