

Faculty Office Hours & Faculty Advising Availability

Availability allows faculty to indicate the days, times, location and service for which they are available to meet with students. You can choose to offer this availability for the duration of the current term, or for a set range of dates.

To set up your availability:

1. **Select the “My Availability” tab on your Staff Homepage.** When you login to Navigate, your staff homepage will be the default page. If you also teach courses, you will have a Professor Homepage that you can toggle over to but selecting the black triangle to the right of Staff Homepage.

Staff Home ▼

The screenshot shows the Staff Home navigation bar with tabs for Students, Appointments, My Availability (selected), and Appointment Queues. Below the navigation bar is the Available Times section, which includes an Actions menu with options for Add Time, Copy Time, and Delete Time. The main content area is currently empty, displaying a message: "No available times have been listed. To add a time, click the 'Add Time' button."

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

2. **Select “Actions” and then “Add Time”.** This will bring up the availability window. If there are multiple days with different times that you would like to add, you may need to do this step more than once.

The ADD AVAILABILITY form is displayed in a modal window. It includes the following fields and options:

- When are you available to meet?** A row of buttons for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- From** and **To** time input fields, with example values 8:00am and 5:00pm.
- A note: "All times listed are in Eastern Time (US & Canada)."
- How long is this availability active?** A dropdown menu with the text "Please select a duration".
- Add to your personal availability link?** A checkbox with the text "Add this availability to your personal availability link?".
- What type of availability is this?** Three buttons: Appointments, Drop-ins, and Campaigns.
- Meeting Type** input field with the text "Please select Meeting Types".
- Care Unit** dropdown menu with the text "Please select a care unit".
- Location** dropdown menu with the text "Please select a location".
- At the bottom right, there are **Cancel** and **Save** buttons.

3. **Enter you desired information into the Add Availability window.** See below for details on what to enter.

When are you available to meet?

- i. Select the days of the week for the availability, they will turn grey when selected. Then, enter the time frame for those days. If there is a day with a different time frame, you will need to make a second availability for that. For example, if you office hours on Monday and Wednesday at the same time, those can be included within one availability. If you offer office hours on Tuesday, but at a different time than on MW, you need to add a second availability for that.

How long is the availability active?

- i. We recommend you select the current term, but you can select a range of dates instead. Selecting the current term will allow students to make appointments throughout the course of the semester and you will never need to adjust your availability.

Add to your personal availability link?

- i. Check this box if you would like to add this availability to your Personal Availability Link that you can provide to students via your email signature or syllabus. In most cases you will check this box for each availability you enter.
- ii. The Personal Availability Link will be generated and appear below your availability after you have finished entering your times. This link can be provided to students through your email signature, syllabus, etc. and when used, will bring students straight to your availability to schedule with you.

What type of availability is this?

- i. Select “Appointments”.
 1. Please note that “Drop-In” is only for offices that use kiosks to sign students into appointments, it is not for faculty.

Meeting Type

- i. Select one, two or all three meeting types depending on how you will be holding appointments. If you would like to offer your office hours/advising meeting times as both in-person and online, select BOTH.

Care Unit

- i. Select “Academic Advising & Faculty Office Hours”

Location

- i. Select your department. Your location will always be your department when entering availability into Navigate.

Services

- i. Select “Faculty Office Hours”, if this will strictly be for office hours. If you are also a faculty advisor, select *both* “Faculty Office Hours” and “Assigned Academic Advisor”. This will allow students to make appointments with you for office hours, or for advising appointments during your office hour times.

URL / Phone Number

- i. Depending on how you will be holding your appointments, by phone, in-person or virtually, you can enter your phone number or your virtual office URL here. Otherwise, leave it blank.

Special Instructions for Student

- i. Special instructions are the **most important** step of the availability. The information you enter here will tell the students about how they will be attending the appointment. After scheduling the appointment, the student will receive a confirmation email that lists the “Additional Details” that you enter here. Without the special instructions, students will not know where to access/attend the appointment. See below for a Special Instructions template.
- ii. Below are three templates to use within your special instructions. Be sure to use one, two or all three of these depending on how many meeting types you added to your availability. If you selected more than one meeting type, you must include instructions for each one.

Option 1 – In-Person:

Special Instructions for Student

B <i>I</i> := := ↶ ↷
If you selected the "In-Person" meeting type, please come to [Building] [Room #] at the time of your appointment.

Option 2 – Virtual:

Special Instructions for Student

B <i>I</i> := := ↶ ↷
If you selected the "Virtual" meeting type, please use the [WebEx/Zoom/etc.] link provided above to sign on at the time of your appointment.

Option 3 – Phone:

Special Instructions for Student

B <i>I</i> := !:= ↶ ↷
If you selected the "Phone" meeting type, 1. please call (***) - *** - **** at the time of your appointment 2. please be ready to answer a call from (***) - *** - **** at the time of your appointment).

Editing Availability:

Your availability may change, or you may want to add more times through the semester. To do so, on your “My Availability” tab of your homepage, you can edit an existing availability by selecting the “Edit” option on the right-hand side of the availability.

Students	Appointments	My Availability	Appointment Queues
----------	--------------	-----------------	--------------------

Available Times

Actions ▼								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Wed	8:00am - 5:00pm	Summer 2021	Mathematics Department	Assigned Academic Advisor, Faculty Office Hours For: Appointments	Academic Advising & Faculty Office Hours	Yes	In-Person (Mask Required), Virtual Edit

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

Copying Availability:

You can also copy an availability to make a duplicate, and then just adjust the dates and times without having to re-enter all the details. This is useful if you would like to add additional time through the semester. To do this, select the box next to the availability you would like to copy, and then select “Actions” and “Copy Time”.

Managing your Availability Using Synced Outlook Calendar:

The time you enter in Navigate should be considered regular availability that you offer throughout the semester, but there will be times where you may have to attend a meeting during your office hours, or where you are ill. In these cases, if there is a time that you do not want

students to book with you during office hours, you can mark that time as busy in an Outlook event, and when synced, Navigate will recognize that you are busy and will not allow students to book an appointment with you during that busy time.

To make use of this, simply add an event in your Outlook calendar and make sure it is marked as “Busy”. Once you have this event marked as “Busy” in your Outlook calendar, Navigate will recognize that you are busy during a time that you usually offer office hours to students, and will not make that time available for students to choose from.

If you have not synced your outlook calendar before, please see our video tutorial [here](#), or see the step-by-step tutorial in our [Navigate User Guide](#).

How Students Make an Appointment:

- The first way a student can make an appointment with you is by using your Personal Availability Link that you can provide to students. This link will bring students straight to just your availability, and will eliminate the beginning steps a student must take to find you in the scheduler.
- The second way that a student can make an appointment is by logging into Navigate and using the blue “Make an Appointment” button on their homepage. Then will then select “Academic Advising & Faculty Office Hours”, and then choose from either “Assigned Academic Advisor, or Faculty Office Hours” depending on what you offered as services. If they choose Assigned Academic Advisor, they will be brought straight to you. If they choose Faculty Office Hours, they will need to choose your name from a list of staff, or search for you.

Appointment Length:

Appointment Length for Faculty Office Hours and Assigned Academic Advisor appointments is pre-set by site administrators, individuals cannot adjust the appointment length. Both Faculty Office Hours and Assigned Academic Advisor appointments will be 30 minutes long. If a student wants more time, they can book two back-to-back meetings.

Navigate Informational Links:

We continuously update our guides and tutorials, so bookmark these webpages for reference.

[Navigate Webpage](#)

[Navigate User Guide](#)

[Navigate Video Tutorials](#)

If you have any questions or issues with Navigate, please email navigatehelp@southernct.edu.