# Setting Up your Availability - Faculty Office Hours

Availability allows faculty to indicate the days, times, locations, and services for which they are available to meet with students. Faculty can choose whether the availability active duration is for a specific term, a specific set of dates, or forever. We also recommend you watch the video tutorial related to this available here: https://inside.southernct.edu/navigate and https://inside.southernct.edu/navigate/video-tutorials .

1. **Select the "my Availability" Tab:**

    - Your Navigate should open directly to your "staff" page. Some of you may also have a "Professor" Home page. You can toggle between the two using the "carrot" (upside down triangle) next to the title Staff Home or Professor Home.

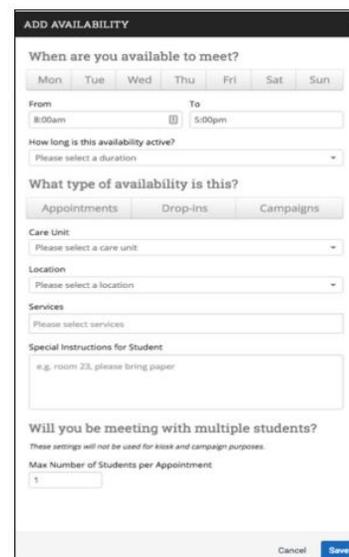   - Click on the gray tab labeled "My Availability"
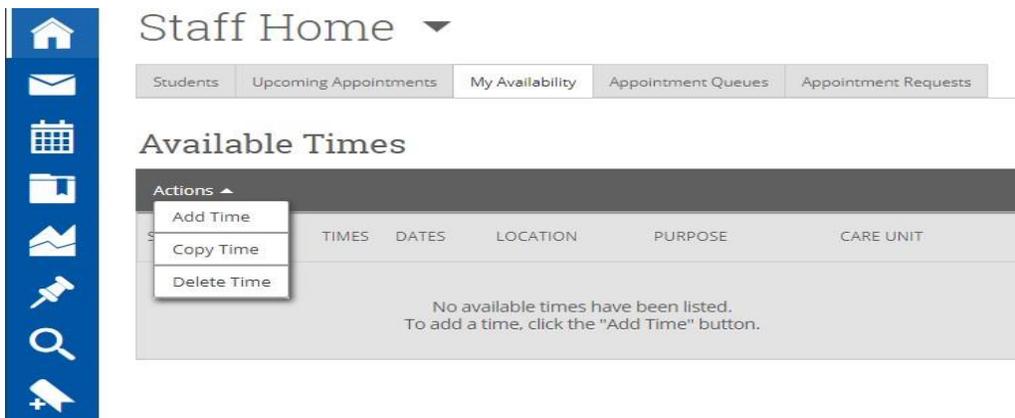
2. **Select ADD TIME:**

    - This step allows you to indicate when you will be available for students to make appointments with you.

    - You may need to do this step multiple times if you need to enter times/dates that are different.
      See "enter/adding days/time" section).

3. **Enter Information in the ADD AVAILABILITY Window:**

    See next page for details as to what to enter

In the Add Availability window, enter the following information:

1. **When are you available to meet?** Click on the days of week (they will turn gray when you select them) and enter the time frame on the day(s) you will be available. (If you hold office hours on Tues and Thu at the SAME time, you can add them in the same "Add time" window. However, if you have office hours that meet at different times on different days, you will need to do the "add time" step for each distinct day/time.)

2. **How Long is the availability active?** We recommend you select the entire semester; however, you can also enter specific start and end dates.

3. **What type of availability is this? Care Unit** Select Appointments; it will turn gray when you select it.

4. **Care Unit:** From the drop-down menu, select Faculty Office Hours.

5. **Location:** Select the only thing available "see additional details in confirmation email." This means that each faculty will enter their specific directions to their students about HOW/WHERE they will hold their office hours in the Special Instructions at the bottom of this window.

6. **Service:** From the drop-down menu, select Faculty Office Hours.

7. **URL/Phone:** Depending on how you will be conducting your Faculty Office Hours, you can enter your phone number, your Virtual Office URL, or leave this blank.

8. **Special Instructions to Students:** This is where you should enter a note to students telling them HOW/WHERE you will be holding your Office Hours, such as via your Virtual Office URL, by phone, or in your campus office. Please be very clear on how students should contact/see you during your Faculty Office Hours.

Max Number of Students – leave this at 1. This means only ONE student can make an appointment at a time; once a student makes an appointment with you, that time will not show up as available time to other subsequent students looking to book time with you.

Editing or Adding days/times to your Availability:

Your availability may change and/or you want to add time. To do so, On the Staff Homepage, select the 'My Availability' tab. To delete or copy an existing availability, simply click the check box next to the availability that you would like to choose and then use action menu to either edit, copy, or delete the desired availability.

- **Copy Time:** Copying time can be useful when you want to add another day or time of availability and much of your information will be the same. You can use the copy time option to duplicate an existing availability and then change the times and days that were previously selected.
- **Edit:** If you have selected/entered something incorrectly, or your availability has changed to a different time or day, you can you the edit feature to change an existing availability to the new or updated version.

How to Manage Your Availability using your Synced (Outlook) Calendar:

When you enter this availability in Navigate, you should see it as your regular availability on any given week. However, we all have times when we might have to attend a meeting during our office hours or when we are ill. In these cases, where you don't want students to make an appointment with during the times set in Navigate, you can use your synced (OUTLOOK) calendar to block the time so it won't be available on that specific day and time.

Here is how it works: To see if you have any conflicts during the times you said you were available in Navigate, the system looks at your synced (Outlook) Calendar. If you have a 'busy' event on your synced (Outlook) calendar during a time as your available for Office Hours in Navigate, Navigate will block those times off as "Busy" and NOT make them available to students. Thus, you can use the "events - busy/free" option in your professional calendar to manage day to day availability.

How Students Make an Appointment:

1. They can log into Navigate, and click on "Make an Appointment" on their home page. Tell students to select Faculty Office Hours as the appointment type and enter your name to see your availability.
2. You can share this link with students:
   [Click here to make an appoinment during my faculty office hours](#)
   Tell students to select Faculty Office Hours as the appointment type and enter your name to see your availability.

Appointment Length:

Appointment length for Faculty Office hours is set to 20 minutes; individuals cannot adjust the appointment length. A student who needs more than 20 minutes can book two back to back meetings.

NAVIGATE Webpage Links:

We continuously update our guide and tutorials, so bookmark these webpages:
[Navigate Webpage](#)
[Navigate User Guide](#)
[Navigate Video Tutorials](#)

If you have issues with Navigate, email navigatehelp@southernct.edu.

Information if you are NEW to using Navigate

Accessing NAVIGATE:

To access SSC Navigate, simply login to your account at ***login.southernct.edu*** to open the Access Panel Applications. SSC Navigate is one of the apps.

__*NOTE*__: *SSC Navigate is not compatible with all browsers. You should default to using Google Chrome when accessing SSC Navigate.*

Syncing to your Outlook Calendar:

It is important to sync your professional calendar to the Navigate platform so that appointments can flow between your Navigate Calendar and professional calendar, blocking off that time and preventing double booking.

To sync your professional calendar (or to check to see if you already have) go to the Navigate platform, select the calendar icon from the left-hand navigation bar.

If you have not yet set up sync, you will see the image below. Do so, we recommend SYNCING to OUTLOOK.

NAVIGATE WEBPAGE - *https://inside.southernct.edu/navigate*

The Navigate webpage and User Guide is continuously updated. In addition, we are adding video tutorials regularly. Lastly, if you have issues with Navigate, email navigatehelp@southernct.edu.