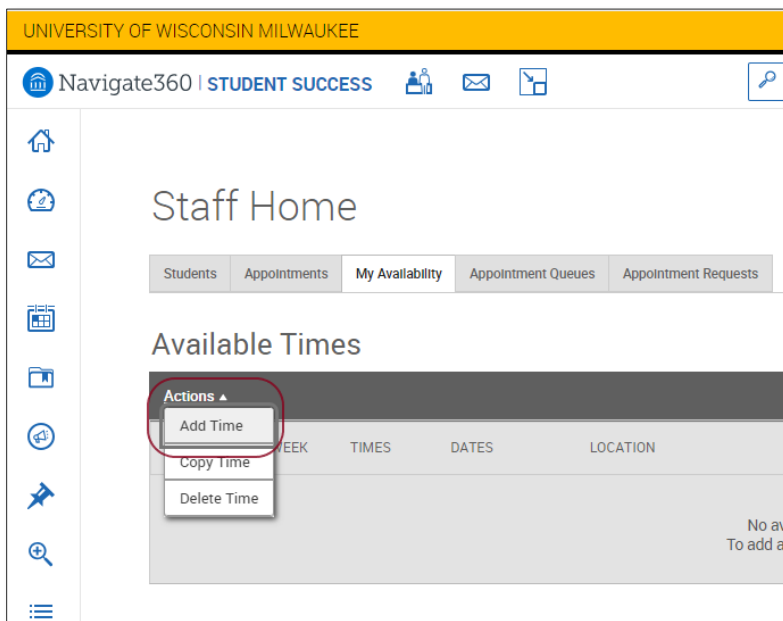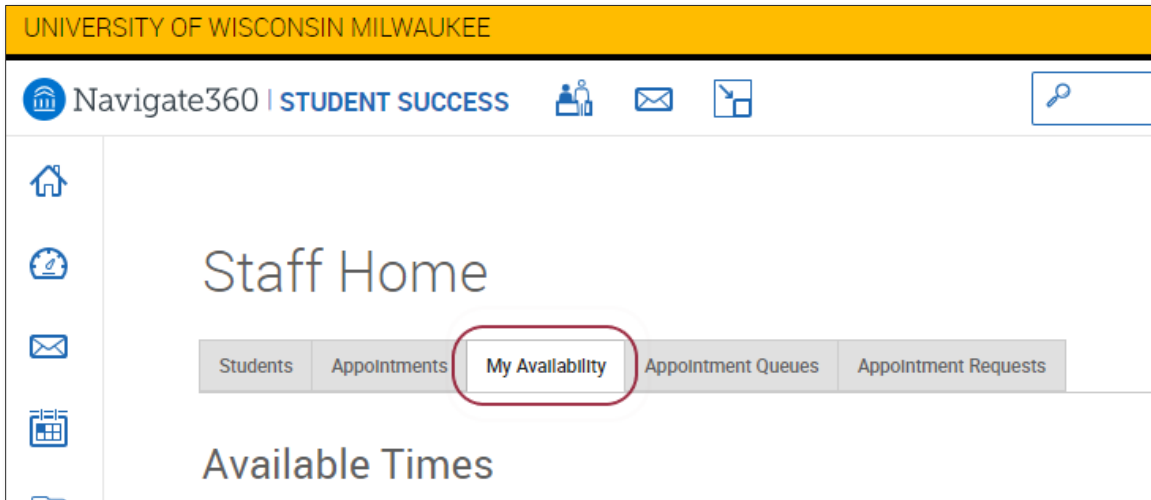# EAB Navigate360 – Setting Up Your Availability

Availability lets staff indicate the days, times, locations, and services they offer when meeting with students. It is a cornerstone of Navigate360's workflows and is located on the Staff Home page. Availability is for any staff or faculty member who has appointments with students.

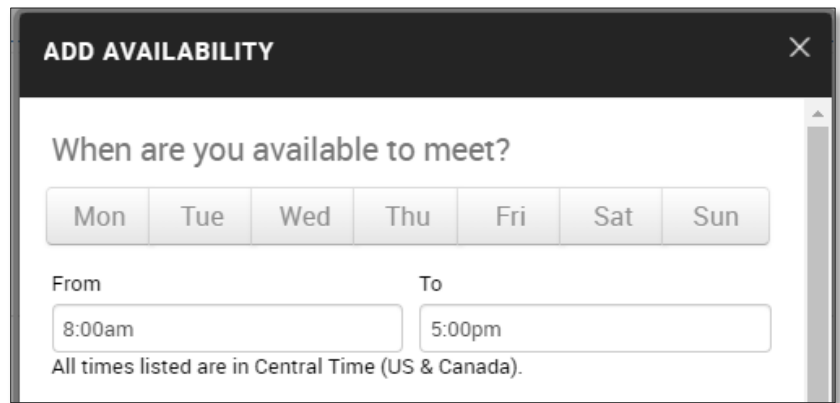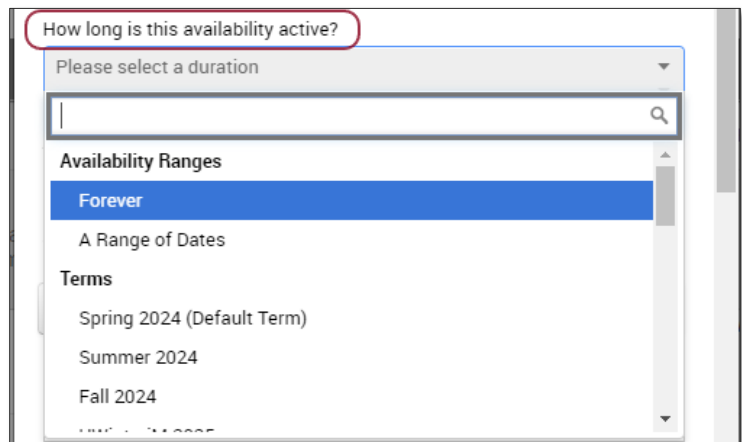1. On your Navigate360 Staff Homepage, click on the **MY AVAILABILITY** index tab.

2. Then, click on **ACTIONS** and select **ADD TIME**. This will open up the **ADD AVAILABILITY** dialogue box, where you can begin your availability preferences.

3. Start by selecting the days of the week and times that you are available for student meetings.

ADD AVAILABILITY ✕

When are you available to meet?

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

From

To

8:00am

5:00pm

All times listed are in Central Time (US & Canada).
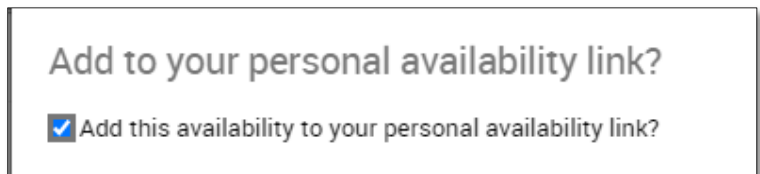
4. Next, select from one of the drop-down options for **HOW LONG IS THIS AVAILABILITY ACTIVE?**

- A term-based approach
- An approach that allows you to set a specific start and end date, OR
- A forever option, which allows the Availability to remain active until you make edits

How long is this availability active?

Please select a duration ▼

🔍

Availability Ranges

Forever

A Range of Dates

Terms

Spring 2024 (Default Term)

Summer 2024

Fall 2024

5. Check the box for **ADD TO YOUR PERSONAL AVAILABILITY LINK?** if you would like to create a unique URL link to share your availability with students.

Add to your personal availability link?

☑ Add this availability to your personal availability link?

6. Next, select at least one type of availability from **WHAT TYPE OF AVAILABILITY IS THIS?**

- Pre-scheduled appointments
- Drop-in visits, OR
- Appointment Campaigns

It can be all three types of a combination of three options.

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

7. Select from the drop-down options for **MEETING TYPE** to indicate how you'll be holding your student appointments: in-person, Microsoft Teams, Phone, Zoom or combinations of the four options.

Meeting Type

In-Person
Phone
Virtual: Microsoft Teams
Virtual: Zoom

8. Indicate the **CARE UNIT** that the Availability is related to, as well as the **LOCATION** where appointments are taking place. Select all applicable **SERVICES** that you are offering to students.

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

9. Next, you have the option to add a URL or phone number, which is visible to the student when they schedule an appointment.

- Recommended: add your relevant URL link here and list your phone number down below in the **SPECIAL INSTRUCTIONS FOR STUDENT** text box.

URL / Phone Number

10. Finally, please provide any additional information under **SPECIAL INSTRUCTIONS FOR STUDENT** that the student would need to know prior to the meeting.

Examples for Special Instructions:

- Specific details about where you are located on campus.

- Information about sending an Outlook meeting invitation for virtual meetings over Microsoft Teams.

- Completed forms, documents, or other materials the student should bring to the meeting.

Special Instructions for Student

B *I* | list options | undo redo

e.g. room 23, please bring paper

10a. Please keep the Max Number of Students per Appointment to its default of 1.

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**

11. Once you click **SAVE,** you should see this in your table of Availabilities.

- You can edit, copy, or delete your Availability at any time, and you can have as many Availabilities as you'd like.

- Update each semester or as needed!

Staff Home

Students | Appointments | My Availability | Appointment Queues | Appointment Requests

Available Times

Actions ▾

	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	
☐	Wed, Fri	8:00am - 5:00pm	Forever	Tutor Center (North Campus)	AM101, General Help For: Appointments	Tutoring	Yes	Edit
☐	Tue, Wed, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Registration For: Appointments/Campaigns	Advising	No	Edit
☐	Tue, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Financial Help, Hold Resolution, Mandatory Advising, Registration, Study Abroad For: Appointments	Advising	Yes	Edit
☐	Mon, Tue, Wed, Thu, Fri	8:00am - 5:15pm	Forever	Academic Success Center	Academic Challenges For: Appointments/Drop-Ins	Advising	No	Edit

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

Personal Availability Link

Link: 🔗 https://csulb-qa-yellow-mt.gradesfirst.com/pal/I3xVhPwT6B | Copy

OTHER NOTES

- Your Outlook calendar should already be synced with your Navigate360 Calendar. Click here for the Quick Guide on Calendar Sync.

- Availabilities may differ between departments/units. Please contact the Navigate Taskforce representative in your unit for additional support.

RELATED ARTICLES FROM THE NAVIGATE360 HELP CENTER

To access the Navigate360 Help Center articles, you must first go into Navigate360 > Help > Explore the Help Center and keep the Help Center opened in a tab.

- Overview of My Availability
- Availability FAQs and Troubleshooting
- Overview of Staff Home