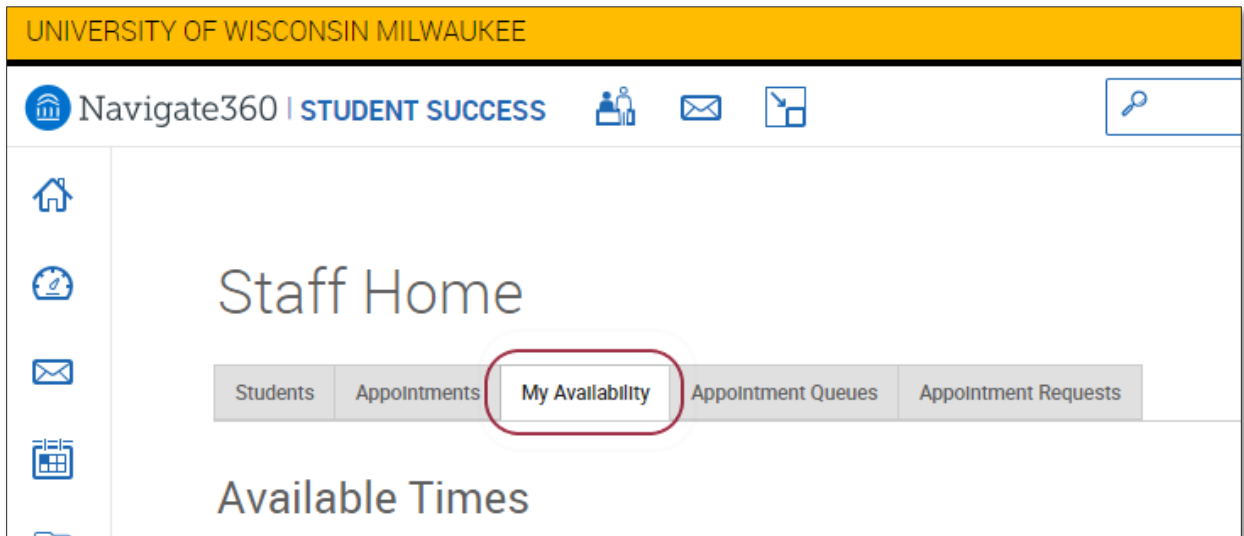


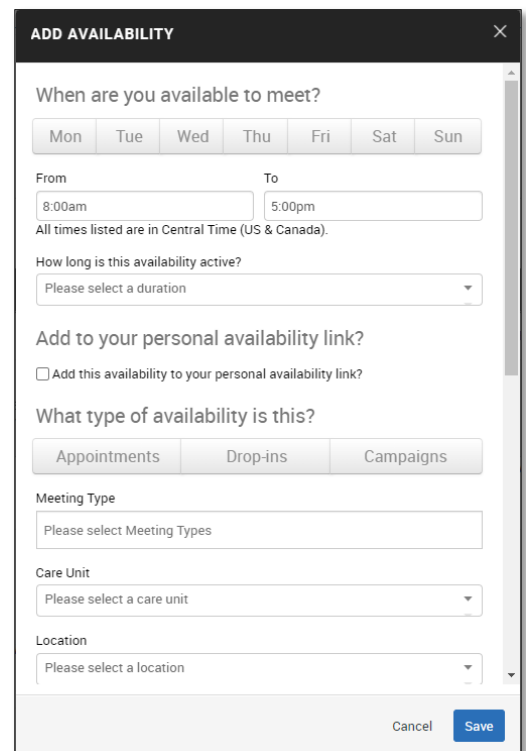
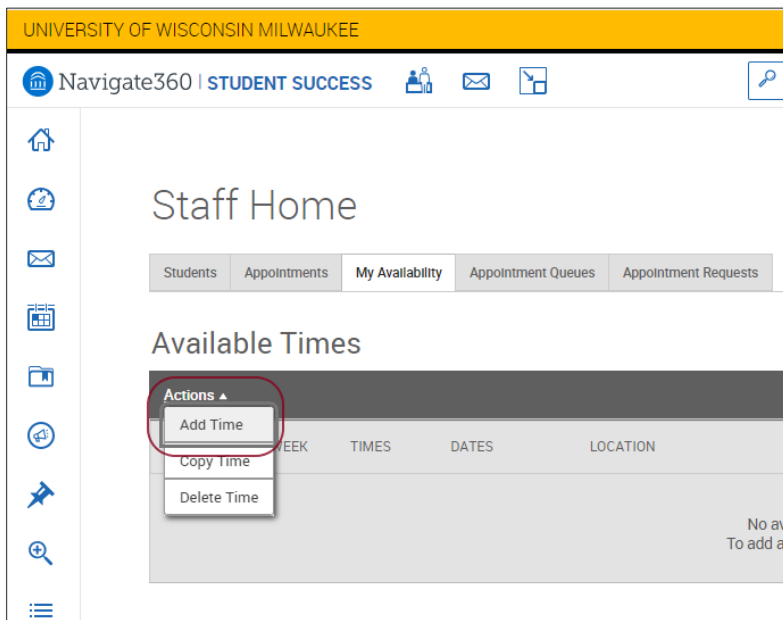
## SETTING UP NAVIGATE360 AVAILABILITY

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.

A screenshot of the 'ADD AVAILABILITY' dialogue box. The box is titled 'ADD AVAILABILITY' and contains the following fields and options:

- 'When are you available to meet?' with a row of days (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and 'From' (8:00am) and 'To' (5:00pm) time pickers. A note below states 'All times listed are in Central Time (US & Canada)'.
- 'How long is this availability active?' with a dropdown menu labeled 'Please select a duration'.
- 'Add to your personal availability link?' with a checkbox labeled 'Add this availability to your personal availability link?'.
- 'What type of availability is this?' with radio buttons for 'Appointments', 'Drop-ins', and 'Campaigns'.
- 'Meeting Type' with a dropdown menu labeled 'Please select Meeting Types'.
- 'Care Unit' with a dropdown menu labeled 'Please select a care unit'.
- 'Location' with a dropdown menu labeled 'Please select a location'.
- 'Cancel' and 'Save' buttons at the bottom right.

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 8:00am To 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

Microsoft Teams

Phone

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

Location

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*

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

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.

Staff Home

Students Appointments **My Availability** Appointment Queues Appointment Requests

### Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK
<input type="checkbox"/>	Wed, Fri	8:00am - 5:00pm	Forever	Tutor Center (North Campus)	AM101, General Help For: Appointments	Tutoring	Yes <a href="#">Edit</a>
<input type="checkbox"/>	Tue, Wed, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Registration For: Appointments/Campaigns	Advising	No <a href="#">Edit</a>
<input type="checkbox"/>	Tue, Thu	8:00am - 5:00pm	Forever	Academic Success Center	Financial Help, Hold Resolution, Mandatory Advising, Registration, Study Abroad For: Appointments	Advising	Yes <a href="#">Edit</a>
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	8:00am - 5:15pm	Forever	Academic Success Center	Academic Challenges For: Appointments/Drop-ins	Advising	No <a href="#">Edit</a>

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

**Related Articles:**

- [My Availability](#)
- [Questions about Availability](#)
- [Staff Home](#)

To access the [Navigate360 Help Center articles](#), you must first go into Navigate > Help > Help Center and keep the Help Center opened in a tab.