

## How to Post Appointment Availability in Navigate

### Faculty Advisors

Spring 2021

Navigate URL: <http://uvm.campus.eab.com>

### Navigate User Support Contacts:

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**Additional Information about Use of MS Teams:** <https://www.uvm.edu/it/kb/article/teams/>

### Important Items of Note

#### Students Viewing Availability

1. Your available times for "Appointments" must be entered as "FREE" in Outlook. (Select "Free" in Show As drop down when holding the time.) If the time is coded as "BUSY" or blocked off in Outlook, students will not see it.
2. If a meeting or appointment is scheduled over any of the time that you've noted in Navigate, that time slot will no longer be visible to students; in other words, students will not be able to select that time to meet with you.

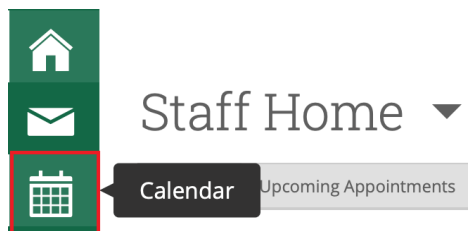
#### Reporting on an Appointment

3. To enter a summary report based on an advising conversation:
  - o Click in to the "Upcoming Appointments" tab on the Staff Home.
  - o Select the student with whom you are meeting.
  - o Within the Actions drop down menu (dark grey heading bar), go to "Add Appointment Summary."

### Step One: Establishing Calendar Sync

*\*If you've already synced your calendar in a previous term to allow students to see your availability, you can skip to Step Two.*

1. Go into the Calendar tab on the Staff Home.



2. Click in to "Settings and Sync" on the right-hand side of screen (under the UVM logo).



3. Select the "Setup Sync" box and choose Microsoft Outlook from the list of Applications.

Note: *It is highly recommended that you sync with your official UVM calendar.* Appointments that are scheduled in Navigate will be visible on whatever calendar you use for the sync.

Last Sync: N/A

Setup Sync...

Please Choose Your Calendar Application:

Microsoft Outlook

At this point, the user can then leave the Settings and Sync screen. The sync will continue to be established.

## Step Two: Setting Your Availability

1. From the Staff Home, select the My Availability tab.

Staff Home ▾

Students Upcoming Appointments **My Availability** Appointment Queues

Available Times

Actions ▾

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
No available times have been listed. To add a time, click the "Add Time" button.						

2. Under the Actions menu (beneath Available Times), select Add Time. (Click the triangle next to Actions in order to view the menu.)

Students Upcoming Appointments My Availability Appointment Queues

Available Times

Actions ▾

- Add Time
- Copy Time
- Delete Time

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
No available times have been listed. To add a time, click the "Add Time" button.						

3. A new screen will open where you will be asked to note the required details about the type of appointment you are making visible to students.
  - **Selecting Dates and Times:**
    - To set up time on the same day(s) each week, say, M, W and F from 3-4:30 PM, "Add Time" once for the full duration of your availability.
    - To set up one block of time on Mondays between 1-3 PM and another block of time on Thursdays from 9-11 AM, say, "Add Time" under the Actions menu for each day.
  - **How long is the availability active?**
    - Select "A Range of Dates" to make your office hours visible for the length of the semester (02/01/2021 to 05/11/2021) or for as long as you'd like.
    - If you are adding time after the first day of classes, 02/01/2021, choose "Spring 2021" within the pull-down menu to make your office hours visible for all of spring.

- **Type of Availability:**

- If you want to allow students to solidify a time to meet with you during your established meeting times, you should select “Appointments.”
- Selecting “Drop-ins” and “Appointments” will mean that students can view (but not choose from) your available hours, AND they may also schedule a meeting within the same available time blocks.

**Once you’ve selected times and the length of your availability, you will want to choose the following:**

1. **Care Unit** = Advising
2. **Location** = Your College/School (with the Remote designation)
3. **Services** = Meet with My Academic Advisor OR Faculty Advising (depending on your unit location)
  - These services both have a 30-minute default appointment length. (The services at the CALS and CAS locations both have 20-minute appointments lengths.)
  - Alternatively, you may select “Office Hours-20 minutes” or “Office Hours-15 minutes” if you do not wish to use the default 30-minute appointment length.
4. **URL/Phone** = Only needed if you choose to share your phone number or a link for an ongoing Microsoft Teams invite for the purposes of the meeting.
5. **Special Instructions\*** = Include any details that you want the student to consider/know about prior to the appointment:
  - a. Do they need to do anything before the meeting?
  - b. Should they bring anything with them?
  - c. How will you connect with them at the meeting time (i.e. I will call you in Microsoft Teams.)?

*\*These details are included in notifications and reminders that the students receive via email/text in advance of the appointment.*

**Save the availability once you have completed all the necessary fields.**

You should now see the dates and times that you’ve listed within the “My Availability” tab on your Staff Home. Times that are in the future will be highlighted in red; they are visible to students. Times in the past are no longer visible.

***Remote Advising Rec for Special Instructions:***

Due to the remote nature of campus activities, MS Teams will continue to be the modality used to reach students for advising appointments. **It is recommended that you include something like the following message in your Special Instructions when setting your availability in Navigate:**

“I will be available in Microsoft Teams at our appointment time. Please be sure that you’ve downloaded Teams and be sure that you can login at the designated time, so that I can call you. If you’d prefer to talk on the phone, be sure that the correct number is listed below, as you confirm the appointment. (You may update it as necessary.) You will also

need to email me to let me know that we should talk via phone. If the topic for discussion at the appointment is an emergency and/or would be better discussed in person, please email me, and we will see what can be arranged.”