**How to Post Office Hours 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. When you establish availability for DROP-INS only, students will not be able to schedule a meeting with you. They will simply see that you have open times for "walk ins" on certain days of the week. You'll want to include information in the Special Instructions portion of your availability about how students can reach you during designated office hours. (See example text at the end of this document.)
2. If you want students to be able to schedule times with you during office hours, set your available times as APPOINTMENTS.
3. Your available times for APPOINTMENTS (not Drop-Ins) 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," students will not see it.
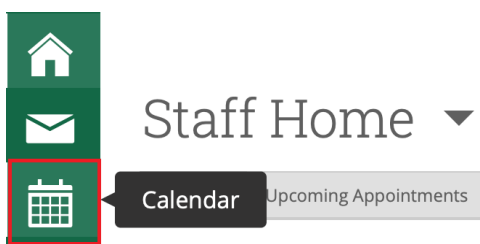
*Reporting on an Appointment*
4. To enter a summary report based on an advising conversation:
   o Click in to the "Upcoming Appointments" tab on the Staff Home.
   o Select the student with whom you are meeting.
   o Within the Actions drop down menu (dark grey heading bar), go to "Add Appointment Summary."

**Step One: Establishing Calendar Sync**
*If you've already synced your calendar in a previous term, you can skip to Step Two.*
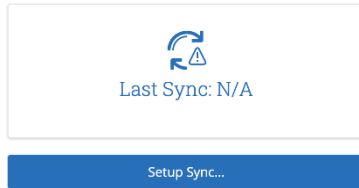
1. Go into the Calendar tab on the Staff Home.



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.
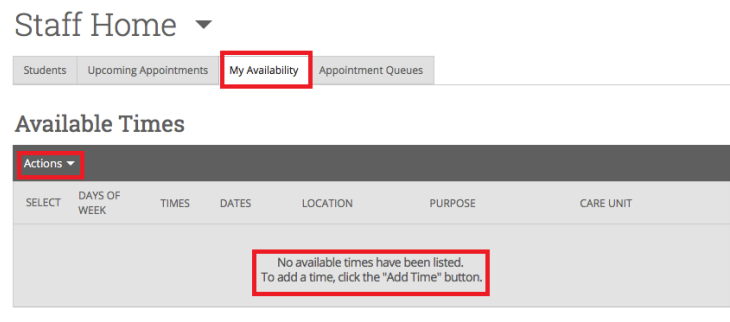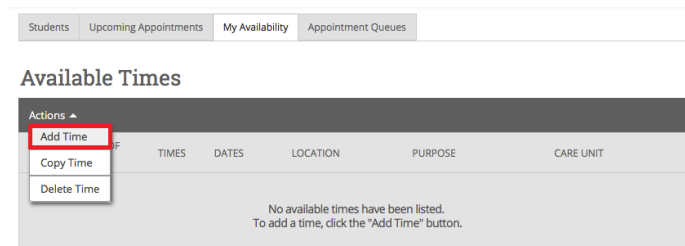


At this point, the user can then leave the Settings and Sync screen. The sync will continue to be established.

**Step Two: Setting Your Availability**

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



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



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're setting up time to allow students to SEE your office hours, but not SCHEDULE with you, select the "Drop-ins" option.
  - If you want to allow students to choose 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 length of your availability, you will select the following parameters:**
1. **Care Unit** = Advising
2. **Location** = Your College/School (with the Remote designation)
3. **Services** = "Office Hours-15 Min" or "Office Hours-20 Min"
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 your conversation. (See example below.)

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

**Save the availability once you have completed all of 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.

***Remote Advising Rec for Special Instructions:***
Due to the remote nature of campus activities, MS Teams continue to be the modality used to reach students for office hours/advising appointments. Given this, it is recommended that you include something similar to this in your Special Instructions when setting your availability in Navigate:

"I will be available in Microsoft Teams during my office hours. Please place a call to me by searching for my name in Teams. If I do not answer, I am likely with another student. You may chat or email me, and I will do my best to return your call in Teams as soon as I am free."