

# The Basics – Appointment Availability

IN ADDITION TO SYNCING YOUR CALENDAR, IN ORDER FOR STUDENTS TO MAKE APPOINTMENTS WITH YOU, YOU MUST CREATE “AVAILABILITY” IN THE NAVIGATE SYSTEM. SPECIFYING THE DAYS AND TIMES YOU ARE AVAILABLE FOR APPOINTMENTS ENSURES THAT STUDENTS ONLY SCHEDULE WITH YOU DURING TIMES YOU WANT THEM TO.

DICKINSON COLLEGE

NAVIGATE

Staff Home

Students Appointments **My Availability** Appointment Queues

Available Times

Actions ▾

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION
No To ad				

FROM YOUR HOME PAGE (ACCESSED BY THE CLICKING ON THE HOUSE ICON), CLICK ON THE TAB FOR “MY AVAILABILITY”

DICKINSON COLLEGE

NAVIGATE

Staff Home

Students Appointments My Availability Appointment Queues

Available Times

Actions ▾

- Add Time
- Copy Time
- Delete Time

<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION
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THEN CLICK THE ARROW NEXT TO “ACTIONS” WHERE YOU WILL THEN HAVE OPTIONS TO ADD, COPY OR DELETE AVAILABILITY. SELECT “ADD TIME.”

A POP-UP WILL THEN APPEAR, WHERE YOU CAN ENTER THE DETAILS OF YOUR AVAILABILITY

**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 Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit

Location

Please select a location

Cancel Save

SELECT THE DAYS, AND ENTER THE TIME RANGE (REMEMBER THAT THE NAVIGATE CALENDAR WILL SYNC WITH OUTLOOK, SO AS LONG AS OTHER MEETINGS/ COMMITMENTS ARE BLOCKED OFF IN OUTLOOK, THEY WILL NOT SHOW UP AS AVAILABLE TIME SLOTS TO STUDENTS IN NAVIGATE)

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 9:00am To 5:00pm

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

How long is this availability active?

Please select a duration

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

Please select Meeting Types

Care Unit

Please select a care unit

Location

Please select a location

Cancel Save

**ADD AVAILABILITY** ✕

When are you available to meet?

From  To   
 All times listed are in Eastern Time (US & Canada).

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

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**SELECT THE DURATION (CAN BE A SPECIFIC SEMESTER, A RANGE OF DATES, OR "FOREVER")**

**CHECK THE BOX TO MAKE YOUR AVAILABILITY ACCESSIBLE THROUGH A LINK THAT YOU CAN INCLUDE IN YOUR EMAIL SIGNATURE**

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Meeting Type

Care Unit

Location

Services

**These services do not require course**

Academic Advising Session-15 minute  
 Academic Advising Session-30 minute  
 Faculty Office Hours  
 General Student Appointment-15 minute  
 General Student Appointment-30 minute

**SELECT THE:**

- **MEETING TYPE (IN-PERSON, VIRTUAL, OR BOTH)**
- **CARE UNIT (THERE SHOULD BE ONLY ONE OPTION WHICH YOU WILL HAVE ALREADY BEEN ASSIGNED TO)**
- **LOCATION (THIS WILL BE BROUGHT, SUCH AS "FACULTY OFFICE" OR "BIDDLE HOUSE"—SPECIFIC OFFICE LOCATIONS SUCH AS FLOOR OR ROOM NUMBER CAN BE INCLUDED IN THE SPECIAL INSTRUCTIONS SECTION)**
- **SERVICES PROVIDED (YOU CAN ADD MULTIPLE SERVICES)**

### ADD AVAILABILITY

**Services**

Academic Advising Session-30 minute

**URL / Phone Number**

Special Instructions for Student

**B I** | **:= ;=** | **↶ ↷**

e.g. room 23, please bring paper

**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**

**INCLUDE YOUR ZOOM LINK OR PHONE NUMBER, IF NECESSARY**

**ADD ANY ADDITIONAL INFORMATION/INSTRUCTIONS FOR THE STUDENT HERE**

**YOUR AVAILABILITY WILL NOW BE VISIBLE TO STUDENTS, AND THEY WILL BE ABLE TO SCHEDULE AN APPOINTMENT WITH YOU**

**BE SURE TO CLICK SAVE**

DICKINSON COLLEGE

NAVIGATE

## Staff Home

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### Available Times

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	9:00am - 4:00pm	Forever	Biddle House	Academic planning, Academic probation meetings, Academic progress check-in, Graduate School Linkage Agreements For: Appointments/Campaigns	Academic Advising & Student Success	Yes	In-Person, Virtual <a href="#">Edit</a>

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

### Personal Availability Link

Link: <https://dickinson.campus.eab.com/psl/yrfxTncmXuk> **Copy**