Setting Up Your Availability

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

Available Times

Step 1

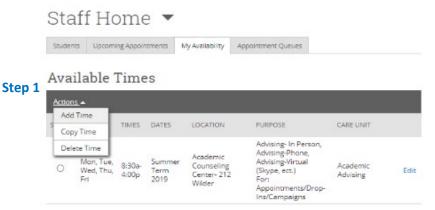| Actions ▲						
Add Time						
Copy Time	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
Delete Time						
○ Mon, Tue, Wed, Thu, Fri	8:30a-4:00p	Summer Term 2019	Academic Counseling Center- 212 Wilder	Advising- In Person, Advising-Phone, Advising-Virtual (Skype, ect.) For: Appointments/Drop-Ins/Campaigns	Academic Advising	Edit

After integrating your UM calendar with Navigate, the next thing you need to do is set up availability in Navigate so that students can schedule appointments to see you.

ADD AVAILABILITY

When are you available to meet?

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Step 2

From | To
8:00am | 5:00pm

How long is this availability active?   **Step 3**

Please select a duration ▾

What type of availability is this?

| Appointments | Drop-ins | Campaigns | **Step 4** |

Care Unit   **Step 5**

Please select a care unit ▾

Location   **Step 6**

Please select a location ▾

Services   **Step 7**

Please select services

Instructions

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days and times when you are available to meet with students.

Step 3: Select how long your availability will last.

Step 4: Select whether you will meet with students via appointments or drop-ins during that time.

Step 5: Select the appropriate Care Unit (i.e. Academic Advising).

Step 6: Choose the location where you will be available. Contact Ryan Crews at rccrews@memphis.edu if your location is not listed.

Step 7: Finally, select which student services you can provide to students during this availability.

Step 8: Click the Save button.

Repeat this process until all of your availabilities have been defined.

Note: You can have as much availability as needed.

There are two other options when adding Times Available.

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.