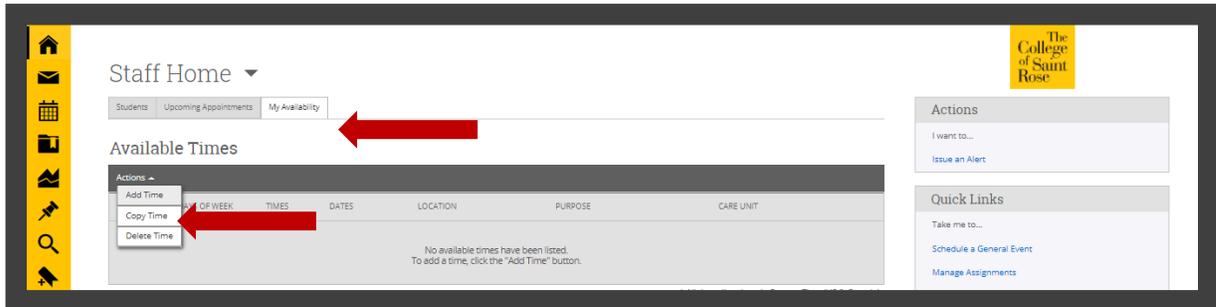


## How to Set-up your Availability

1. Log into EAB Navigate: <https://strose.campus.eab.com/>
2. Click on “My Availability” (3<sup>rd</sup> tab under Staff Home/Professor Home)
3. Click the “Action” Drop Menu and select “Add Time”



4. Click on the days and times in which you are available to meet students, the duration, and the type of availability for the students “Appointments, Drop-Ins, Campaigns”.
  - a. **Appointments:** Open time where students can make appointments themselves. These appointments will appear on your Navigate Calendar and your Outlook Calendar so there is no redundancy.

- i. **Note:** Events on your Outlook Calendar will show up as “Busy” on your Navigate Calendar. If you want to create Appointment blocks on your Navigate calendar, make sure you have said time free and available on your Outlook calendar.

- ii. **Note:** You will need to set up availability for **in-person** appointments as well as **virtual** appointments. Virtual meeting times and in-person meeting times may be the same. For virtual meeting times, be sure to include a link to the Zoom meeting in the URL space provided. The student will

receive a confirmation email with the Zoom link to attend. Please notice the wording in the “Special Instructions for Student” text box.

- b. **Drop-Ins:** Open time where students can stop by your office without an appointment.
      - i. **Note:** These times need to be different than your available appointment times or it will create a conflict.
    - c. **Campaigns:** A feature that allows you to invite a specific group of students to make appointments with you. For example, you can create a campaign to invite students who haven't registered for classes to make an appointment with you between the hours of 2:00 PM and 4:00 PM from May 13, 2020 – May 20, 2020. The campaign feature allows you to send an appointment invitation to said group of students and only these students can create appointments in the allotted parameters.
      - i. **Note:** Events on your Outlook Calendar will show up as "Busy" on your Navigate Calendar. If you want to create Campaign blocks on your Navigate calendar, make sure you have said time free and available on your Outlook calendar.
5. Select the Care Unit, Location, and the Services you can provide to the students during this time of availability.
  - i. **Note:** If you neglect to select the Care Unit, Location and/or the Services you provide during this time of availability, you will not be able to select the times later when you try and schedule the appointment.
6. Select the location where the meeting will be.
7. URL/Phone Number: You can include a Zoom link or other virtual meeting link in this field
8. You can choose to add "Special Instructions for Student" and include information like materials to bring to the appointment.
9. Click "Save"

The screenshot shows the 'ADD AVAILABILITY' form with the following elements and annotations:

- 4** (left): Points to the day selection buttons (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- 4** (left): Points to the 'From' and 'To' time input fields.
- 4** (left): Points to the 'How long is this availability active?' dropdown menu.
- 4** (left): Points to the 'What type of availability is this?' buttons (Appointments, Drop-ins, Campaigns).
- 5** (left): Points to the 'Care Unit' dropdown menu.
- 6** (left): Points to the 'Location' dropdown menu.
- 5** (right): Points to the 'Services' dropdown menu.
- 7** (right): Points to the 'URL / Phone Number' input field.
- 8** (right): Points to the 'Special Instructions for Student' text area.
- 9** (right): Points to the 'Save' button.