Availability

As a new user, the first thing you need to do is set up availability so that students can schedule appointments to see you. It is important to note that locations and services are created by university administrators.

ADD AVAILABILITY

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From

To

5:00pm

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

How long is this availability active?

Please select a duration

What type of availability is this?

Appointments   Drop-ins   Campaign

Care Unit

Please select a care unit

Location

Please select a location

Services

URL / Phone Number

Special Instructions for Student

Cancel   Save

Add Time -

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 whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.

Step 4: Choose the location where you will be available.

Step 5: Select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

Steps 6 -8 Continued on next page…

Appendix A: Setting Up Your Availability

Special Instructions for Student

ith multiple students?   Will you be meeting wi

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

Step 6: Option to include a virtual URL (a link to the advisor's Zoom for example) in staff availability and to also draw more attention to this for students as they are scheduling and getting reminders.

Step 7 : Use the Special Instructions box under "Add Availability" to include personalized information, such as your office room number and location.

Step 8: Click the Save button.

Step 9: Repeat this process until all of your availabilities have been defined.

- You can have as much availability as needed.
- Creating multiple availabilities will enable you to set aside specific blocks for specific services (registration advising for example) or meeting types (drop ins vs. scheduled appointments)

Editing Availability:

Copy Time   -
bltihnontihn5 Ts p92   .6 (0.5 (a)2.6 (v)5.6 (a)2.6 (i)-11.2 (l 45opy)a)2.5 (b   0.5 (i)0.9 (l)0.9 (i)0.9 (96 45

Appendix C: Creating an Appointment Campaign

Navigating to Campaigns: While on the staff home screen, select "Appointment Campaigns" from the left hand side Quick Links section. This will take you to the Campaigns tab. From there, select Appointment Campaign from the right hand side, under Actions.

Need Help? Access EAB's Help Center

Visit the Navigate Help Center for articles and how-to instructions on all Navigate Features and Workflows.
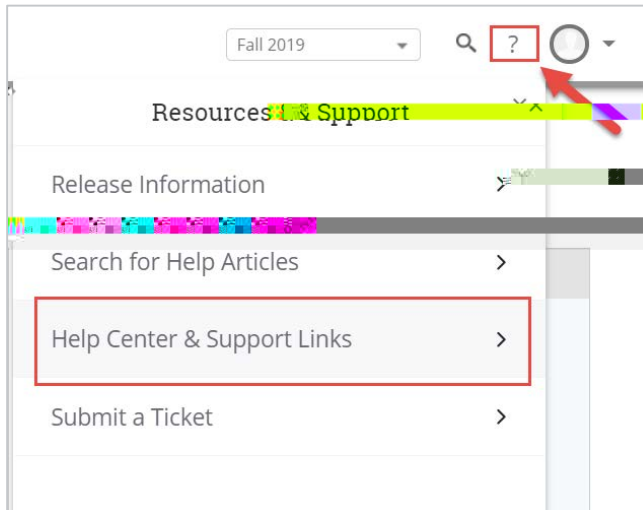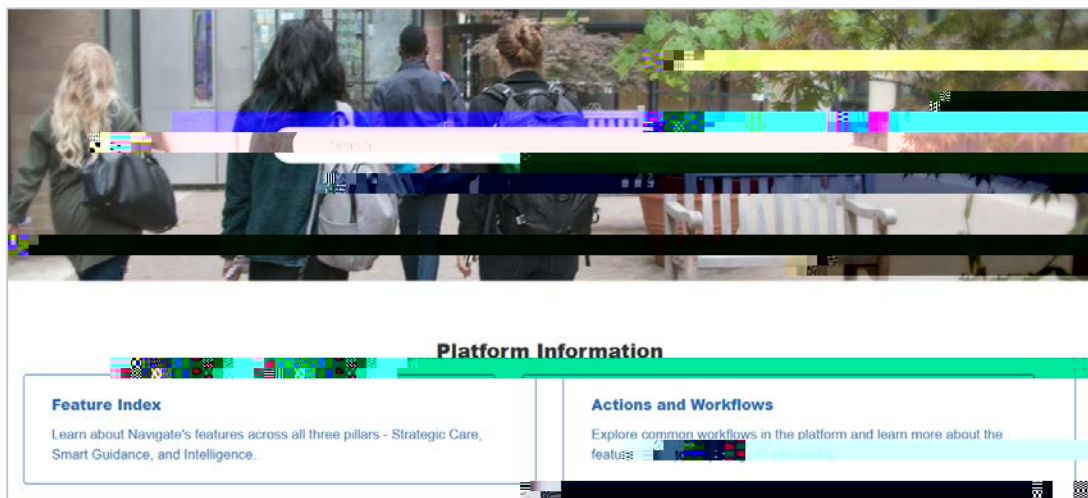

Accessing the Help Center -

Step 1: Log in to Navigate

Step 2: Click on the question mark icon in the top right hand corner.

Step 3: Click Help Center & Support Links from the drop down menu

Step 4: Select Help Center to be taken to articles and step by step instructions for Navigate features and workflows

Additional Questions? Email navigate@strose.edu for support!

Aligning Navigate with your Goals

Exit Response

The College of Saint Rose has a goal to increase retention and graduation rates through implemented practices and policies enabled by Navigate. The College has outlined four broken down objectives that can help achieve these goals.

Objective 1: Improve Communication Across Silos

Objective 2: Increase Student Engagement

Objective 3: Improve Time to Gradation

Objective 4: Streamline Processes and Systems into One Central Location

What are some specific practices that you can envision yourself or your office implementing or