

EAB Navigate: Setting Up Your Availability

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.

Staff Home New

- Students
- Upcoming Appointments
- My Availability

Available Times 1

Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="radio"/>	Mon, Tue, Wed	8:00a-5:00p	Forever	My Advisor's Office	Changes to my Schedule For: Appointments/Drop-Ins/Campaigns	Advising Edit

ADD AVAILABILITY ✕

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From To

How long is this availability active?

What type of availability is this?

Appointments Drop-ins Campaigns

Care Unit

Location

Services

URL / Phone Number

Special Instructions for Student

Add Time –

Step 1: Click the Add Time button in the Actions Drop-Down Menu in the left hand side of the header bar.

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, drop-ins, or campaigns.

- **Appointments** – Any time a student logs in to <https://Xavier.edu/advising> and clicks on Get Assistance
- **Drop-Ins** – Designated drop-in time for non-scheduled appointments
- **Campaigns** – Availability for students to schedule through a targeted email campaign requesting students make appointments

Step 4: Choose the Care Unit (Academic Advising) and appropriate Location for you (typically academic department)

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.

Step 6: Provide the URL or phone number for the appointments to show in appointment confirmation and reminders.

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Special Instructions for Student

e.g. room 23, please bring paper

Step 6: Use the Special Instructions box under “Add Availability” to include personalized information, such as your office room number and location, Zoom link, phone number, etc.

Step 7: Click the Save button.

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

Step 8: 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 - 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.

Group Appointments - You are now able to create availability for group appointments by indicating how many students are able to schedule into the same appointment.

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