Setting Availability for Student Appointments

1. Log into Navigate and click on the “My Availability” tab
2. Under “Available Times,” click on “Actions” and then “Add Time”
3. Select days and times you will be available to meet with students
4. From the “How long is this availability active?” dropdown menu, choose how long you want the availability to be active in Navigate
5. Click the “Appointments” button to allow students to schedule appointments for this availability
6. From the “Care Unit” dropdown menu, choose “Advising”
7. From the “Location” dropdown menu, choose the major you will meet with students about
8. Click into the “Services” box and choose “Advising for My Major” and/or “Explore a New Major/Minor” (“Advising for My Major” is geared towards meeting with your assigned students and likely students already declared in the major; “Explore a New Major/Minor” is geared towards appointments with students interested in learning more about your major)
9. In the “Special Instructions for Student” box, write a message that will be visible to the student making the appointment, something to the effect of “This meeting will take place in [insert your office location]” – because students not yet familiar with you may not know where your office is located without some detail here
10. Enter the maximum number of students you want to meet with during a particular appointment time – leave it as “1” if you only want to meet with one student at a time; change it if you prefer to allow more than one student to schedule during an appointment time
11. Click “Save”
12. If you are setting appointment availability for multiple majors under your area, click on the button next to the availability you just set, choose “Copy Time” from the “Actions” dropdown menu, and change the “Location” of this new availability to the next major; repeat as needed.

If you would like to have your Outlook calendar synced with Navigate and have not done so in the past, follow these steps:

13. Contact the NDSU IT Help Desk to have your account added to the sync feature: 701-231-8685
14. Click on the calendar icon on the left side of your Navigate screen
15. Choose the “Subscriptions” tab that appears above the calendar
16. Carefully select the third option “Setup Exchange Calendar Integration”
17. Click on the large blue rectangle “Enable/Sync/Connect”

Appointments from Outlook will now appear as “Busy” on your Navigate calendar, and appointments from Navigate will now appear on your Outlook calendar.

Please contact the Advising Resource Center at 701-231-7014 or ndsu.arc@ndsu.edu if you have questions about setting up your availability.