My Drop-In Availability & Calendar Sync

Managing drop-in availability and calendars in Nanook Navigator (EAB Navigate)

Availability can be found on the

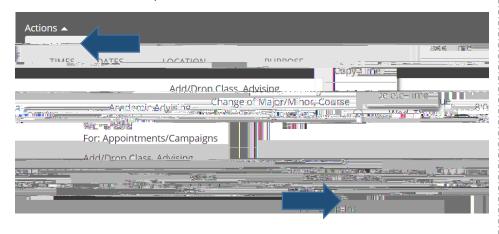
tab of the Staff Home screen.

<u>Set up advisor or instructor appointment & campaign availability (handout)</u> <u>Set up tutor appointment availability (handout)</u>

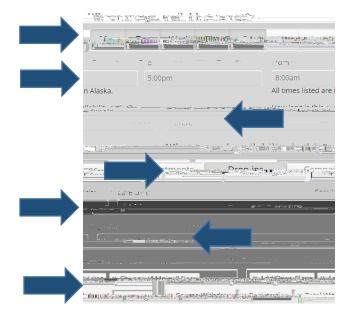
, who would like to participate in student success initiatives, <u>appointments</u>, <u>drop-ins</u> and <u>student facing scheduling</u>.

https://media.uaf.edu/media/t/1_al5bgui5

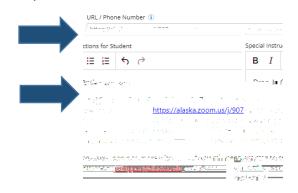
 Open the Actions menu on the We recommend creating a stand-alone drop in availability to create special instructions for drop-in students.



- 2. Update the days of the week, times, and duration.
- 3. **Click drop-ins**
- 4. Choose your care unit, location and ALL services you provide.



- 5. Add this availability to your PAL
- 6. Add your URL (video conference link) or phone number.
- 7. Add special instructions you wish the student to see when they view your drop-in availabilities and click save.





My Drop-In Availability & Calendar Sync Calendar Sync & Editing Appointments

Syncing your calendar to the Navigate platform so that appointments can flow between your Nanook Navigator calendar and professional/student calendar, blocking off that time and preventing double booking. Only sync one professional calendar.

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Video Conferencing Set-Up

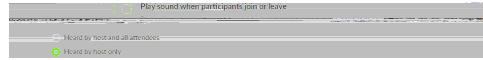
- 1. Log into Zoom- https://alaska.zoom.us/, Sgn In (UA credentials)
- 2. Click on Settings (left-side panel).



3. Turn off- Join before host. Turn on- Personal Meeting ID settings.



4.



5. Turn on the Waiting room settings (about middle page) and check all participants. You can customize the message students see while in the waiting room.



6.

