

# My Availability & Calendar Sync

## Managing appointment availability and calendars in Nanook Navigator (EAB Navigate)

### Where is My Availability?

Availability can be found on the **My Availability** tab of the Staff Home screen. You can have as many availabilities as needed and they can overlap.

### Who will need to set up Availability & Calendar Sync?

**Staff and instructors** scheduling appointments or drop-in availability (i.e. office hours) who would like to participate in student success initiatives. Staff and instructors are able to schedule appointments in Nanook Navigator at this time.

**Video Demonstration:** [https://media.uaf.edu/media/t/1\\_a15bgui5](https://media.uaf.edu/media/t/1_a15bgui5)

### Creating & Editing Availabilities

1. Open the Actions menu on the **My Availability** tab and select **Add Time**.

Available Times

SELECT	DATE	WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri		8:00a-5:00p	Forever	Academic Advising Center	Add/Drop Class, Advising, Change of Major/Minor, Course Withdraw, Registration, Total Withdrawal For Appointments/Campaigns	Advising
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri		8:00a-5:00p	Forever	Academic Advising Center	Add/Drop Class, Advising, Change of Major/Minor, Course Withdraw, Registration, Total Withdrawal For Drop-ins	Advising

2. Availability window will open.
3. Select the days of week, time period, and duration of your availability.  
*\*Availability set in here does not change availability in Gmail or Outlook.*
4. Check the box for personal link if you want to connect this availability.
5. Select your Availability type(s). *\*You can choose more than one at a time, e.g. you can set availability for both Appointments and Campaigns at the same time.*

How long is this availability active?

Forever

What type of availability is this?

Appointments  Drop-ins  Campaigns

6. Select your meeting type(s).

### Creating & Editing Availabilities, continued

7. Select your Care Unit, Location, and **all** student **services** you provide.

Meeting Type

In Person  Phone Call  Video Conference/Skype/Facetime

Care Unit

Advising

Location

Academic Advising Center

Services

Add/Drop Class  Advising  Change of Major/Minor  Course Withdraw  Registration  Total Withdrawal

8. The special instructions & URL/Phone will be included in the notification email to the student regarding their appointment. If you want different instructions for drop-in availability then create a separate availability.  
**\*Personal meeting room zoom link, see pgs. 3 & 4 to set up your link & manage waiting room.**

URL / Phone Number

<https://alaska.zoom.us/j/90747>

Special Instructions for Student

**B I**

Please confirm your meeting type in the dropdown box below.

**Appointment Information**  
Video conferencing- click on the zoom link provided in your appointment confirmation at the time of your appointment. You will be placed in a waiting room.

In-person- my office is in Eielson 302, we will socially distance, mask is encouraged but not required.

If you need assistance before our scheduled appointment you may contact me at jrskipper@alaska.edu or 907-474-7414

9. Determine how many students can be in one appointment.
10. Click the Save button.
11. Repeat this process until all of your availabilities have been defined.

**Need assistance?** See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact [jrskipper@alaska.edu](mailto:jrskipper@alaska.edu).

# My Availability & Calendar Sync

## Calendar Sync & Editing Appointments

### What is Calendar Sync?

Syncing your calendar to the Navigate platform so that appointments can flow between your Nanook Navigator calendar and professional calendar, blocking off that time and preventing double booking. Only sync one professional calendar. *\*If you use an embedded calendar link with "Appointment Slots" this will block off availability in Nanook Navigator.*

*\* If you run an appointment campaign in NN you can do half availability in your embedded calendar and half availability in your campaign availability in Nanook Navigator if you think students won't respond to the campaign link.*

### Where is My Nanook Navigator Calendar?

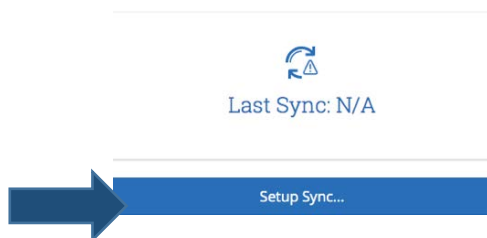
Calendar can be found on left side panel of the Staff Home screen.

### Syncing your Calendar

1. Click the calendar icon in the left-hand navigation bar. Then click the **Settings and Sync** button (top-right).



2. Click **Setup Sync**.



3. Choose your calendar application (Outlook, Gmail, Other).
4. You will be taken to an email sign in page. Enter your email and password to complete the sync setup.

### Syncing your Calendar, continued

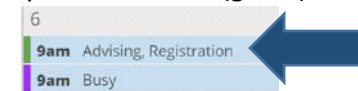
5. You will then be redirected back to the Navigate Calendar page. Select Calendar for **Two-Way Sync**: Events from your professional calendar will only display as "Busy" (no details) in your Nanook Navigator calendar. Limited details from Nanook Navigator will display in your professional calendar. *\*If you take a regular lunch break, a medical appointment, or etc. then you will need to block this on your professional calendar to block this time in Nanook Navigator.*
6. Select your regular professional scheduling calendar and save.

Select Calendar for Two-Way Sync

jrskipper@alaska.edu

### Editing Appointments & Video Conferencing Link

1. **Important:** See page 3 for more details on setting up your personal Zoom link.
2. **Optional:** To add your personal zoom link to your NN appointments and professional calendar go to your NN calendar, click on the **Nanook Navigator appointment** you wish to edit (green).



3. The busy purple sections are meetings on your professional calendar.
4. Appointment screen opens, click edit (right of appointment details).
5. Under the **comments section** add your **personal Zoom link** (same link entered into your availability) & **instructions** for the student (i.e click on this link when it is time to meet).
6. Save Appointment
7. You can see the link reflected on your professional calendar within the "Nav: Appointment" details.

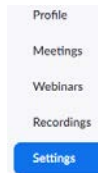
**Need assistance?** See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact [jrskipper@alaska.edu](mailto:jrskipper@alaska.edu).

# My Availability & Calendar Sync

## Video Conferencing Set-Up

### Zoom Settings to Manage Student Appointments

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



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

#### Join before host

Allow participants to join the meeting before the host arrives



#### Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.



#### Use Personal Meeting ID (PMI) when starting an instant meeting



4. Recommend turning on, "Play sound when participants join/leave."

#### Play sound when participants join or leave

Play sound when participants join or leave



Heard by host and all attendees

Heard by host only

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. **This setting will prevent students entering other students' meetings.**

#### Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ⓘ



#### Choose which participants to place in the waiting room:

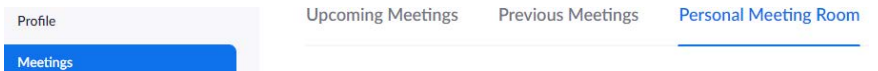
All participants

Guest participants only ⓘ

Customize the title, logo, and description ✎

### Zoom Settings, continued

6. Click on Meetings (left-side panel) and then Personal Meeting Room



7. Edit this meeting (bottom right) to enable waiting room. Waiting room will allow you to choose when a new participant can join. **This setting will prevent students entering other students' meetings.**

8. Click Save.

9. Settings will look like this:

#### Meeting Options



× Enable join before host

× Mute participants upon entry ⓘ

✓ Enable waiting room

10. Recommend turning off required meeting password settings in settings and in the personal meeting settings as this may cause more barriers.

11. You can access your personal meeting link on the Personal Meeting Room page

Topic	Jessica Skipper's Personal Meeting
Time	Add to  Google Calendar
Meeting ID	428-
Meeting Password	× Require meeting password
Join URL:	<a href="https://alaska.zoom.us/j/428">https://alaska.zoom.us/j/428</a> 

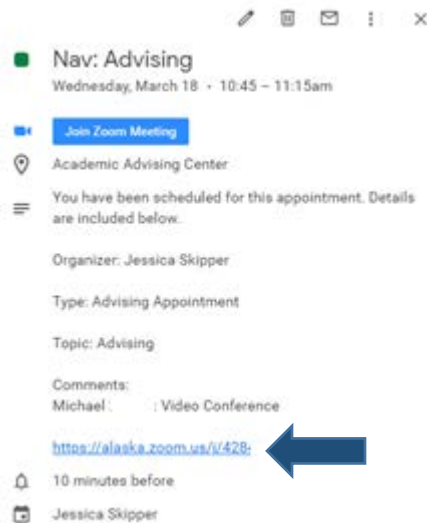
**Need assistance?** See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact [jrskipper@alaska.edu](mailto:jrskipper@alaska.edu).

# My Availability & Calendar Sync

## Video Conferencing & Calendar Screenshots

### Professional Calendar

1. Once you have set up your **Zoom settings**, **updated your availability** with your personal zoom link, and **added the link** by editing student **appointment** (those that requested video conferencing) in Nanook Navigator then you will see the link reflected in your professional calendar:



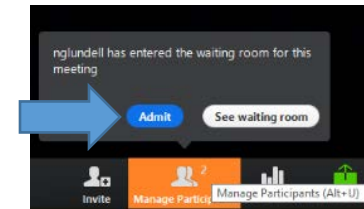
### Managing Zoom & Waiting Room

When you have a meeting starting:

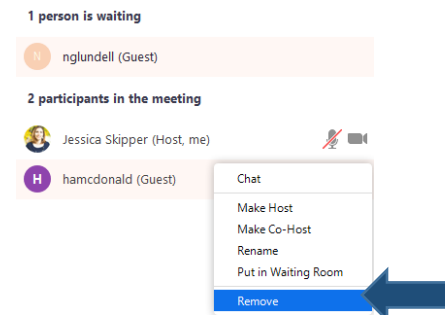
1. Click on the Nan appointment in your professional calendar
2. Click on link (your personal zoom link) in the details of the appointment
3. Zoom window opens, click “Open Zoom Meetings”
4. Click Join with Computer Audio
5. When a student clicks on the link (your personal zoom link supplied in your availability settings) sent to their email in the appointment details they will be placed in the waiting room.

### Managing Zoom & Waiting Room, continued

6. If there is no one you are currently in a meeting with then admit the student into the current meeting.



7. If you are already in a meeting with a student and a new student pops into the waiting room no action is needed until you are ready to end your first meeting.
8. To end your first meeting, open the waiting room (click on Manage participants).
  - a. Remove the student leaving (click on “more” next to the student’s name and click remove)



9. Admit the new student in (click admit).

