

My Drop-In Availability & Calendar Sync

Managing drop-in 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.

[Set up advisor or instructor appointment & campaign availability \(handout\)](#)

[Set up tutor appointment availability \(handout\)](#)

Who will need to set up Availability & Calendar Sync?

Staff, instructors and tutors who would like to participate in student success initiatives, [appointments](#), [drop-ins](#) and [student facing scheduling](#).

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

Creating & Editing Drop-In Availabilities

1. Open the Actions menu on the **My Availability** tab and select **Add Time**. We recommend creating a stand-alone drop in availability to create special instructions for drop-in students.

Actions	TIMES	DATES	LOCATION	PURPOSE	
<input type="radio"/> Add Time <input type="radio"/> Copy Time <input type="radio"/> Delete Time					
<input type="radio"/>	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
<input type="radio"/>	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

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.

Creating & Editing Drop-In Availabilities, continued

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From: 8:00am To: 5:00pm
All times listed are in Alaska.

How long is this availability active?
Forever

What type of availability is this?
Add Drop-ins Campaigns

Care Unit: Advising

Location: Academic Advising Center

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

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.

URL / Phone Number [i](#)

Special Instructions for Student

B I

Drop-In Options:

- Video conferencing- join me in Zoom (<https://alaska.zoom.us/j/907>) and the password is 555555. You will be placed in a waiting room.
- Phone- call me at 907-474-7414. If I do not answer leave your name, drop-in, and your phone number.

If you still need assistance and I am unable to meet with you today contact me at jrskipper@alaska.edu or 907-474-7414.

Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.

My Drop-In 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/student 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?

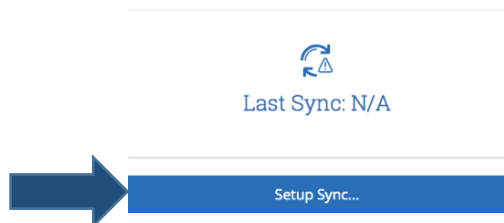
Calendar can be found on left side panel of the Staff Home screen.

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

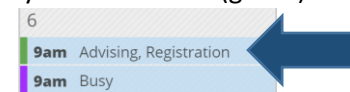
5. You will then be redirected back to the Navigate Calendar page. Select Calendar for **Two-Way Sync**: Events from your professional calendar will only display as "Busy" (no details) in your Nanook Navigator calendar. Limited details from Nanook Navigator will display in your professional calendar. **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, no details come over.
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.

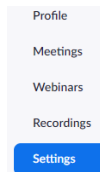
Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.

My Drop-In 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:

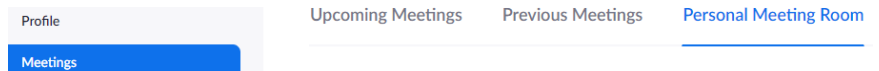
All participants

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:	https://alaska.zoom.us/j/428



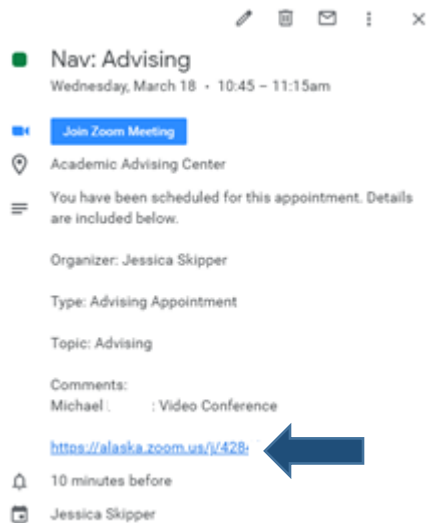
Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact jrskipper@alaska.edu.

My Drop-In 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:



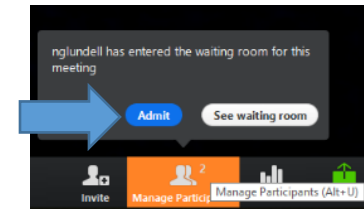
Managing Zoom & Waiting Room

When you have a meeting starting:

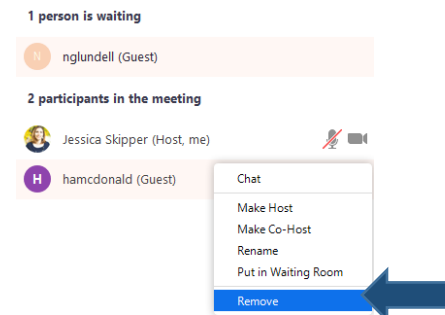
1. Click on the Nan appointment in your professional calendar
2. Click on link (your personal zoom link) in the details of the appointment
3. Zoom window opens, click "Open Zoom Meetings"
4. Click Join with Computer Audio
5. When a student clicks on the link (your personal zoom link supplied in your 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).

