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.

Creating & Editing Availabilities
1. Open the Actions menu on the My Availability tab and select Add Time.

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.
6. Select your meeting type(s).

Creating & Editing Availabilities, continued
7. Select your Care Unit, Location, and all student services you provide.

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.

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.
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.

Synching 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, 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.

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.

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My Availability & Calendar Sync

Video Conferencing Set-Up

**Zoom Settings to Manage Student Appointments**

1. Log into Zoom- [https://alaska.zoom.us/](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.
4. Recommend turning on, “Play sound when participants join/leave.”
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.

**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:
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

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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).

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