

Tutor Availability & Calendar Sync

Tutors appointment availability and calendar sync in Nanook Navigator (EAB Navigate)

Where is My Availability?

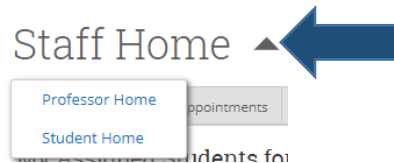
Availability can be found on the **My Availability** tab of the Staff Home screen. You can have as many availabilities as needed and they can overlap.

Who will need to set up Availability & Calendar Sync?

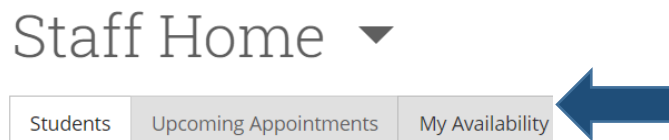
Tutors appointments or [drop-in availability](#) who will provide student access to schedule through Nanook Navigator.

Creating & Editing Availabilities

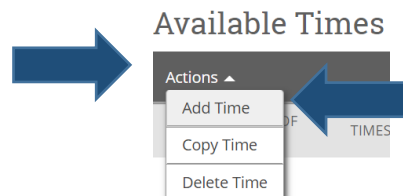
1. Tutors will be provided with a Staff Home role. To change roles, click the arrow next to the Student Home, Staff Home, or Professor Home. Click on the role you desire. Don't have a role you need, [click here](#).



2. Click on "My Availability".



3. Click on "Actions" and add time for your first availability. You may copy a previous availability if you need to create multiple availabilities.



Creating & Editing Availabilities, continued

4. We recommend tutors create appointment availabilities separate from drop-in availabilities to create less student facing appointment barriers.
5. Availability window will open.
6. Select the days of week, time period, and duration of your availability. **Recommend using "Forever".*
7. Select your Availability type: Appointment or Drop-Ins
8. Select your Care Unit (Tutoring) from the drop-down.
9. Select the location of the tutor center

A screenshot of the availability creation form. The form has several fields: "When are you available to meet?" with a day selector (Mon-Sun), "From" and "To" time fields (8:00am to 5:00pm), "How long is this availability active?" with a dropdown menu (Forever), "What type of availability is this?" with radio buttons (Appointments, Drop-ins, Campaigns), "Care Unit" with a dropdown menu (Tutoring), and "Location" with a dropdown menu (Student Support Services- Tutoring Center). Blue arrows point to each of these fields.

10. Tutors have the option to select services that require courses, this will assist in preventing student from scheduling appointment with a tutor who does not cover certain subjects. Services that do not require courses will need to be set up in their own availability. You may need an availability for services with courses and one without courses. See the examples below.
11. If you are unsure which services require courses contact 907-474-7414 or uaf-nanooknavigator@alaska.edu and they can assist.

Tutor Availability & Calendar Sync

Creating & Editing Availabilities, continued

12. Choose all of the services that you provide.
13. For services that require a course see this example. Click on the courses box and search for the courses using this template “subject-FXXX” (CHEM-F104) and then click on the course. Note: services with courses must be in a separate availability).

Services

- ✕ Chemistry (0XX-100 level courses)
- ✕ Physics (0XX-100 level courses)

Courses

- ✕ CHEM-F104X Intro Organic Chem & Biochem
- ✕ CHEM-F321 Organic Chemistry I
- ✕ CHEM-F325 Organic Chemistry II
- ✕ PHYS-F103X College Physics I
- ✕ PHYS-F104X College Physics II

14. For services that DO NOT require a course see this example. You just click in the services box and click on the service.

Services

- ✕ Academic Difficulty
- ✕ Course-based Tutoring (do not see your course option)
- ✕ General Education Courses
- ✕ General Problem Solving
- ✕ General Tutoring
- ✕ Mathematics (0XX-100 level courses)

15. The special instructions & URL/Phone will be included when the student schedules an appointment or views a drop in. 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.**

Creating & Editing Availabilities, continued

URL / Phone Number

https://alaska.zoom.us/j/907

Special Instructions for Student

B *I* ☰ ☷ ↶ ↷

Please indicate your meeting type in the comment section of your appointment details screen.

Appointment Options:

- Video conferencing- click on the zoom link provided in your appointment confirmation at the time of your appointment. The password is 555555. You will be placed in a waiting room.
- Phone- provide your phone number in the appointment screen below. I will call you at the time of our appointment.

If you need assistance before our scheduled appointment you may contact me at example@alaska.edu.

Cancel Save

6. Determine how many students can be in one appointment.
7. Click the Save button.
8. Repeat this process until all of your availabilities (appointments with course requirements, appointment without course requirements, (drop-ins with course requirements, drop-ins without course requirements) have been defined. * Recommend: using the copy time feature once you have one set created for appointments to then create your drop-in availabilities.
9. Drop-in availabilities should have different special instructions than appointments. See the drop-in availabilities handout for an example.

Tutor 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?

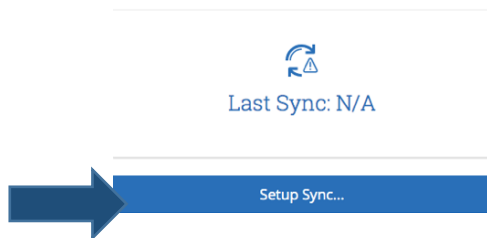
Calendar can be found on left side panel of the Staff Home screen.

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

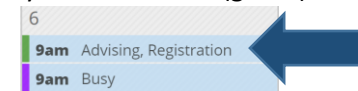
5. You will then be redirected back to the Navigate Calendar page. Select Calendar for **Two-Way Sync**: Events from your professional calendar will only display as "Busy" (no details) in your Nanook Navigator calendar. Limited details from Nanook Navigator will display in your professional calendar.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

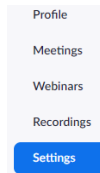
Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact uaf-nanooknavigator@alaska.edu.

Tutor 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:

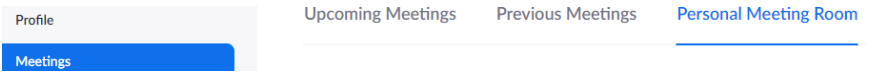
All participants

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 

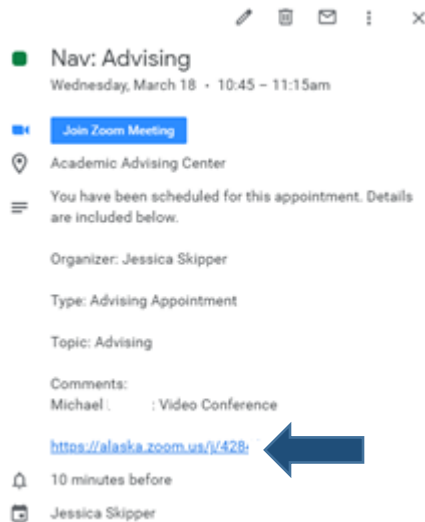
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Tutor Availability & Calendar Sync

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:



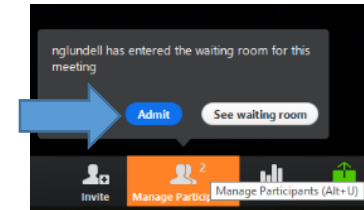
Managing Zoom & Waiting Room

When you have a meeting starting:

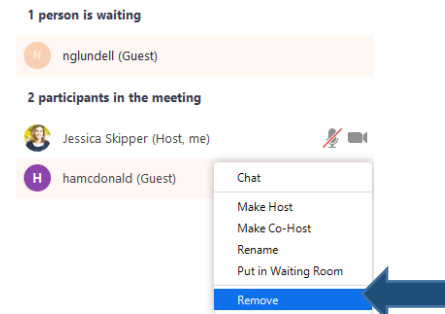
1. Click on the Nan appointment in your professional calendar
2. Click on link (your personal zoom link) in the details of the appointment
3. Zoom window opens, click "Open Zoom Meetings"
4. Click Join with Computer Audio
5. When a student clicks on the link (your personal zoom link supplied in your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

