

Setting Your Availability for Appointments

User Guide - November 2023

Anne Van Der Karr, Ph.D.

Executive Director for Student Retention

anne.vdk@newark.rutgers.edu

Olivia Polkuzio

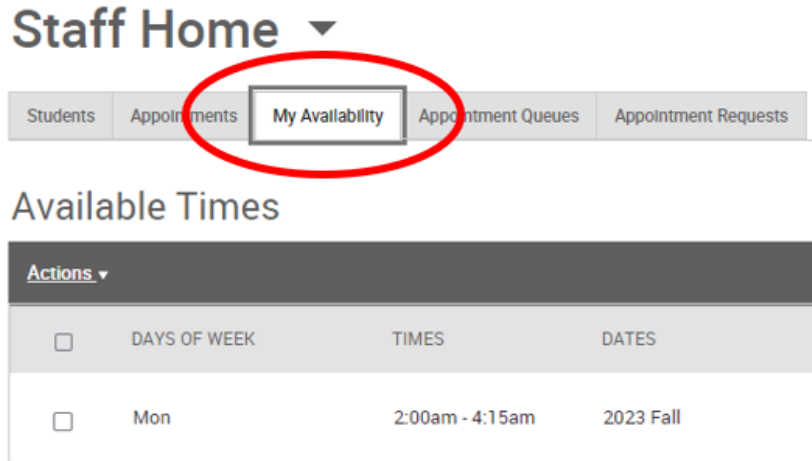
Research Analyst

olivia.polkuzio@newark.rutgers.edu

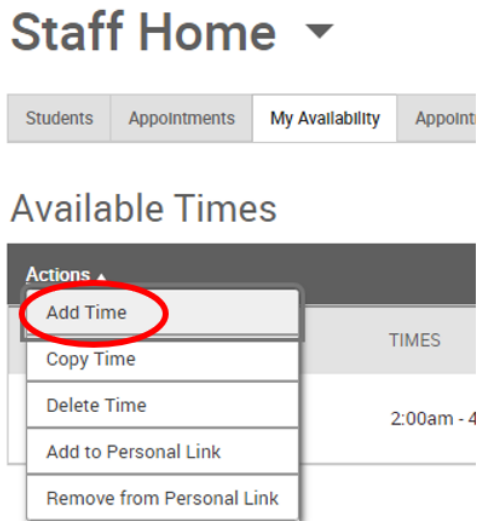
Setting up **availability** is one of the most important functions in RU-N4Success. By specifying your availability, students will be able to make appointments with you, and colleagues will be able to make referrals.

How to set up availability:

1. To set up your availability, you will need to select *My Availability* on the home screen page.



2. Click on the *Actions* dropdown menu in the *Available Times* section and select *Add Time*.



3. The following menu will appear:

- a. Please note that you're allowed to select multiple days for which the same continuous block of time will apply. If you need to set up different times for each day or discontinuous blocks of time in any day, you will need to repeat these steps for each time available on those days.
- b. Select the days of the week and time period.
 - i. It is recommended to set broad availability in R4S/Navigate and then block off times for occasional meetings or absences in your Outlook calendar.
 - ii. As long as your Outlook calendar is synced to R4S/Navigate, then the system will not allow students to make appointments during times that you are busy on your Outlook calendar. Please refer to the *Synchronizing Outlook and Navigate Calendars* User Guide for information about how to synchronize calendars.
- c. Select how long these times will be effective: all semester, a range of dates, or forever. Forever means until you change it.

ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm
All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Please select a duration

Add to your personal availability link?
 Add this availability to your personal availability link?

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

Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

URL / Phone Number

Special Instructions for Student
B I :: ;= < >
e.g. room 23, please bring paper

Will you be meeting with multiple students?
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment
1

Cancel Save

- d. Choose if you want to add this availability to your **Personal Availability Link (PAL)**. When you include a PAL and students click the link, they are directed to the *Appointment* section in the Navigate Student App.
- e. Be sure to select **Appointments**. If the availability will also apply for Drop-ins and/or Campaigns, you can choose them too.
- f. Choose the appropriate Care Unit (*Advising or Tutoring or Graduate Student Services*).
- g. Select the Location for these appointments. This should be *IN PERSON* at your office or center location or *Virtual Meeting*. Each Location needs a separate availability set up. If you are available to meet either in person or virtually at any given time, set up multiple availabilities, one for each Location. You can *Copy Time* for existing availability set ups and just change the Location.
- h. Choose the Service(s) for each availability (i.e., coaching, advising, withdrawals, grad check, etc.). You can select multiple Services for each Location and availability slot.
 - i. Please note that, if you want students to make appointments with you, then you must choose at least one Service. When writing *Appointment Summaries*, you can choose any service label that is available to accurately represent what a particular meeting was about.
- i. You have the option to add one URL (must have https:// included) or one phone number to support a virtual meeting with your students. This will show up in all appointment email/text notifications.
- j. You can add any additional notes to this availability in the *Special Instructions for Student* box. They will display as *Additional Details* when a student books an appointment with you.
- k. Select the maximum number of students that can attend each appointment. The default is 1.
- l. Click *Save*.

4. You also have the option to set weekly target hours. Once these are reached, additional appointments cannot be made until the following week. This may be most pertinent for Tutors who cannot exceed a certain number of hours per week.

Scheduling Target Hours

Target Hours Per Week *

Block scheduling for the week when target is hit

[Update Target Hours](#)