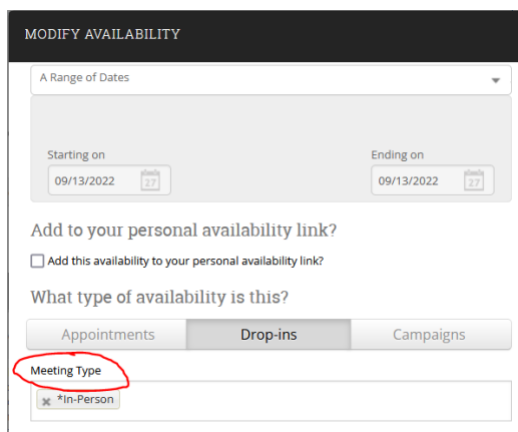


## Clarifying how students meet with you (Meeting Types)

**Objective:** How to setup your availability (see Figure 1) so there is less confusion for students about 1) meeting type and 2) where/how to meet with you.

**Overview:** This option helps staff customize details through the scheduler so it is clearer for students where to meet.

**Why?** Setting up separate availability for meeting types, sends less details to students and makes it easier for them to know where and how to meet. For example, if you have a separate availability for In-person meetings, then students will only see the in-person meeting information when they schedule with you and not be confused by details on how to meet with you by seeing virtual options.



The screenshot shows a web form titled "MODIFY AVAILABILITY". At the top, there is a dropdown menu labeled "A Range of Dates". Below this are two date selection fields: "Starting on" and "Ending on", both set to "09/13/2022". A checkbox labeled "Add to your personal availability link?" is present, with the text "Add this availability to your personal availability link?" below it. Underneath, a section titled "What type of availability is this?" contains three tabs: "Appointments", "Drop-ins", and "Campaigns". Below the tabs is a "Meeting Type" dropdown menu, which is circled in red in the original image. The dropdown menu is currently open, showing the selected option "In-Person".

Figure 1:

- Setup separate availability per meeting type so it looks like the following screenshot.

COLORADO STATE UNIVERSITY

NAVIGATE  Go

Actions ▾								
<input type="checkbox"/>	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Wed	10:00am - 4:00pm	June 01, 2022 to October 14, 2022	* Assigned Major or Minor Advising (In-person meetings refer to email for meeting location)	*Academic Probation, *Career Discussion/Exploration, *Change/Add/Major/Minor process, *Course withdrawal/drop options, *Course/Graduation Planning, *Meet with your Academic Advisor, *Not Sure, *Other, *Personal Concerns, *Planned Leave, *Policy Clarification For: Appointments/Campaigns	*Academic Advising	Yes	*In-Person <a href="#">Edit</a>
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	10:00am - 4:00pm	June 01, 2022 to December 31, 2022	* Assigned Major or Minor Advising (In-person meetings refer to email for meeting location)	*Academic Probation, *Career Discussion/Exploration, *Change/Add/Major/Minor process, *Course withdrawal/drop options, *Course/Graduation Planning, *Meet with your Academic Advisor, *Not Sure, *Other, *Personal Concerns, *Planned Leave, *Policy Clarification For: Appointments/Campaigns	*Academic Advising	Yes	*Phone Call <a href="#">Edit</a>
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	10:00am - 4:00pm	June 01, 2022 to December 31, 2022	* Assigned Major or Minor Advising (In-person meetings refer to email for meeting location)	*Academic Probation, *Career Discussion/Exploration, *Change/Add/Major/Minor process, *Course withdrawal/drop options, *Course/Graduation Planning, *Meet with your Academic Advisor, *Not Sure, *Other, *Personal Concerns, *Planned Leave, *Policy Clarification For: Appointments/Campaigns	*Academic Advising	Yes	*Virtual (MS Teams/Zoom/Other) <a href="#">Edit</a>

*\* All times listed are in Mountain Time (US & Canada)*

**Figure 1:** Setup of availability so there are separate availability settings per meeting type.

### How to Setup Your Availability

“My Availability” handout and resources in Navigate Help Center. Here is how to access:

1. login to Navigate at <https://csurams.campus.eab.com/home>
2. visit <https://helpcenter.eab.com/hc/en-us/articles/360014072874-My-Availability>

## What Do Students See When they Schedule an Appointment?

*Email they receive after scheduling and in-person appointment (see Figure 2)*

Subject: [Appointment Notification] \*Change/Add/Major/Minor process @ Sep 16 2022 1:00pm - 1:30pm MT

### Appointment Scheduled

An appointment has been scheduled for Sep 16 2022 1:00pm - 1:30pm MT. Details are included below.  
Additional Details

Location is in the Collaborative for Student Achievement - inside Canvas Stadium on the east side.

If you need a remote appointment, please message Haley and we can switch if necessary.

Organizer

Haley Richards (9704917095)

Topic

\*Change/Add/Major/Minor process

Comments

N/A

Cancel/Reschedule Appointment:

[Cancel Appointment](#)

Location

\*Assigned Major or Minor Advising (In-person meetings refer to email for meeting location)

Meeting Type

\*In-Person

Date of Appointment

09/16/2022

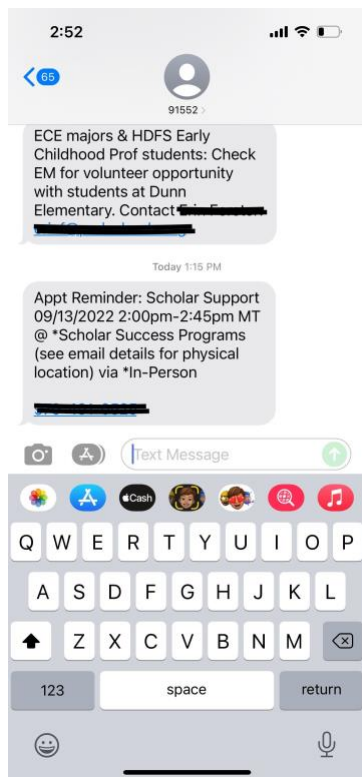
Time

1:00pm - 1:30pm MT

**Figure 2:** View of email sent from Navigate after a student schedules an appointment.

*Text Message they receive after scheduling (see Figure 3)*

Note: Text messages do not display physical locations (for in-person meetings)



**Figure 3:** View of text message sent from Navigate after a student schedules an appointment.

Advising Training and Development

<https://advising.colostate.edu/>

Udated 9/14/22