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.

![MODIFY AVAILABILITY](https://advising.colostate.edu/)

Figure 1:

- Setup separate availability per meeting type so it looks like the following screenshot.
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](https://csurams.campus.eab.com/home)
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 (970)491-7096

Topic
*Change/Add Major/Minor process

Comments
N/A
Cancel Reschedule Appointment

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/

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