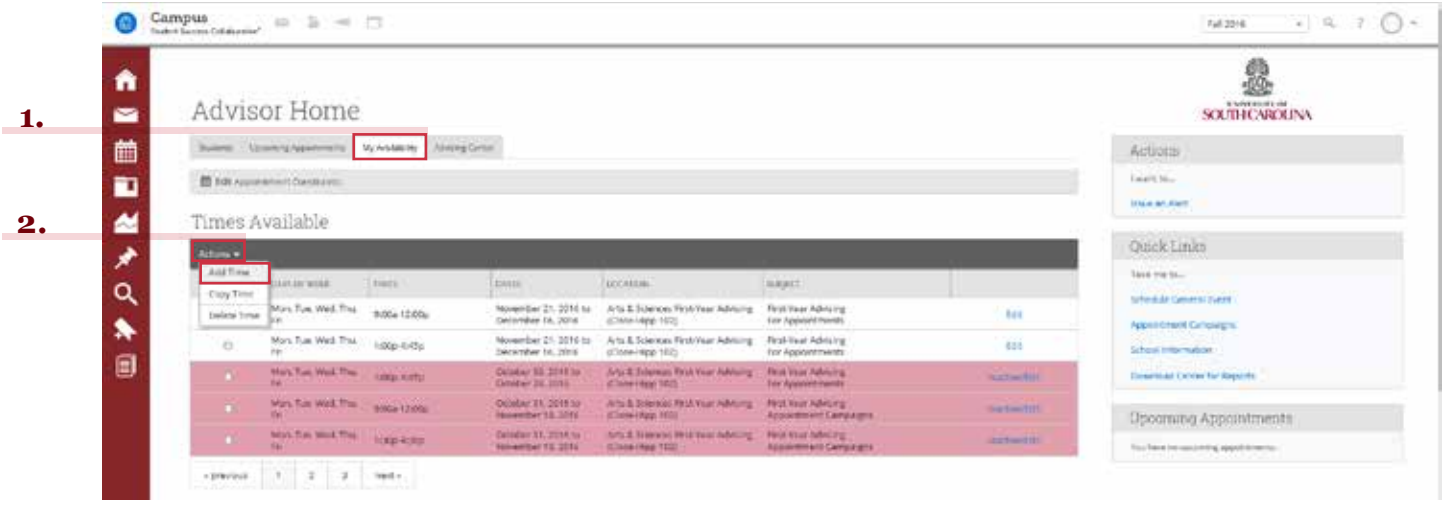
SETTING UP AVAILABILITY CONTENT

ADDING AVAILABILITY

Your availability content allows students to schedule specific times to meet with you. Managing your availability content allows you to better control your allotted time slots, meeting locations, and scheduled appointments.

1. From your **Staff Home screen**, click on the **My Availability** tab.
2. To add availability for students to meet with you, click on the **Actions** menu and **Add Time**. On the **Add Availability menu** you can set up your availability using a variety of constraints. Please refer to the steps on the next page.



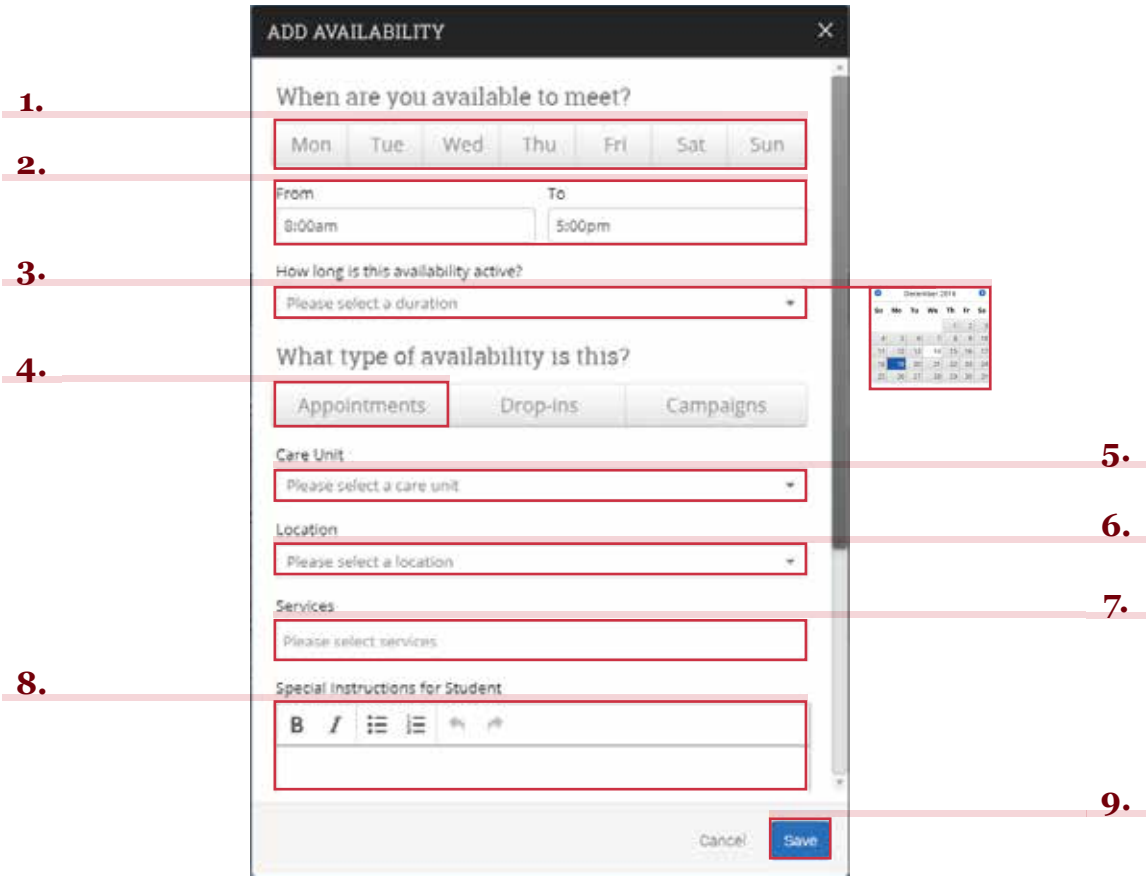
Additional training and videos can be found on Blackboard.

ADDING AVAILABILITY

1. Choose the specific days for your availability.
2. Define the time you want to have open.

   If you start at 8:00 a.m. and your appointments are 30 minutes in length, they will be 8, 8:30, 9, and so on. If you start your availability at 9:45, they would be 9:45, 10:15, etc.)
3. Choose the duration the availability will last from the options given. It's recommended to use the **Range of Dates** option as it will allow you to choose specific dates for the start/end times.
4. Select the type of availability. For most this would simply be **Appointments.**
5. Choose your **Care Unit**. For academic advisors, this is your school/college.
6. Select the **Location** where you will be meeting with students for this availability.
7. Choose the **Student Service** you will be providing.
8. The **Special Instructions for Student** section is available to leave a particular message for this student.

   For example, you may want to recommend for a student to bring something to the meeting, prepare ahead of time, or you may specify your office location for the meeting.
9. Click **Save** and your availability has been added!



MANAGING AVAILABLE TIMES

You can make edits to your availability at any time. If you see any availability blocked in red, this indicates that appointment availability is in the future.

1. Click the Edit link.
2. Refer to Page 2 of this guide.