

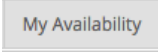
EAB Navigate Resource Guide: How to Enter Appointments and Drop-ins Availability

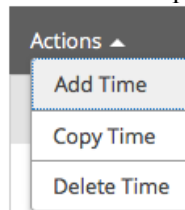
Entering Appointments and Drop-ins (office hours) Availability

Definitions for entering Appointments and Drop-In hours for student scheduling:

****Drop-ins hours should be understood as synonymous with office hours. Entering Drop-ins availability in EAB functions as a digital posting of office hours and displays as such to students.**

****Appointments should be understood as passive availability for any selected service reason (as opposed to Campaigns which function as an active out-reach to students). Appointments allow you to control when a student may meet with you and for what service reason through advance scheduling.**

1. Login to <https://umw.campus.eab.com> using your UMW single sign-on
2. Click on the **My Availability** tab, , located near the top of your profile page
3. Under the *Available Times* section, select the **Actions** drop-box and choose **Add Time**



4. This will bring forward the *Add Availability* window wherein you enter your specific availability. (Variations in your schedule will necessitate separate, multiple entries)


- a. Begin by selecting the day(s) of the week when you are available to meet

When are you available to meet?

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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- b. Then enter your time **From** and **To** availability for the days selected

From	To
8:00am	5:00pm

- c. Next, click the **Please select a duration** drop-box, , to set your availability to default for all of **Term Year** or as specific **A Range of Dates** which you may define yourself. (It is not recommended to select Forever as your duration option)

How long is this availability active?

Please select a duration
Spring 2019
A Range of Dates
Forever

- d. Select your type of availability as **Appointments** and/or **Drop-ins**. (Consult definitions at top of page to distinguish between Appointments and Drop-ins; availability may be entered jointly or separately for each type)

What type of availability is this?

Appointments	Drop-ins	Campaigns
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- e. Set your *Care Unit* to **Advising** (which will be your only option)

Care Unit

- f. From among your *Location* options, select **Faculty Office**

Location

- g. Then select from *Services* which service(s) you desire to tie to this availability, such as **Discuss Course** or **Senior Check Sheets** or **Discuss a Major**. (You may select as many or as few services as desired for a single availability entry)

Services
 Discuss a Course Senior Check Sheets Discuss a Major

- h. If desired, type in the *Special Instructions for Student* any special instructions you wish to convey. (It is recommended you include your office location but feel free to include requests as well)

Special Instructions for Student


B *I*

My office is in Lee 206.8.

Please bring with you your degree evaluation as well as some course registration ideas from the Open Classes page:

<https://academics.umw.edu/registrar/course-schedules-and-registration/>

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- i. Lastly, make sure to click the **Save** button, , at the bottom right of the *Add Availability* window to save your entry.

5. Once saved, you will find your entry back in the *Available Times* section

Available Times

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Wed, Fri	9:00a-10:30a	March 04, 2019 to March 08, 2019	Faculty Advisor Office	Registration For: Campaigns	Advising	Edit

6. If you need to enter additional Campaign availability, it is quickest to copy your newly entered time and edit some of the details. Simply click on the **select button** next to your entry and then click **Actions** and **Copy Time**



This will prepopulate a new *Add Availability* window with some of your previously selected details carried over for ease or reentry and saving.