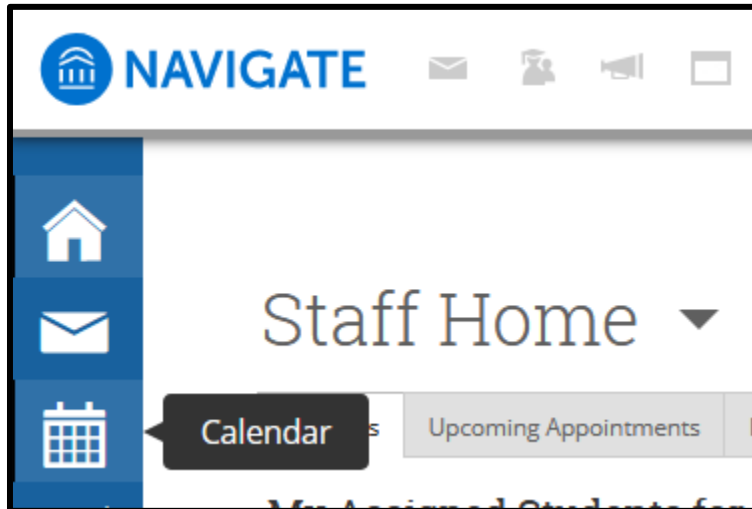


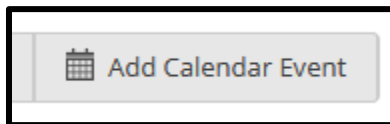
Making a General Appointment in GradesFirst (Navigate)

Follow this tutorial if you want to block off time in your calendar during your normally open advising availability slots.

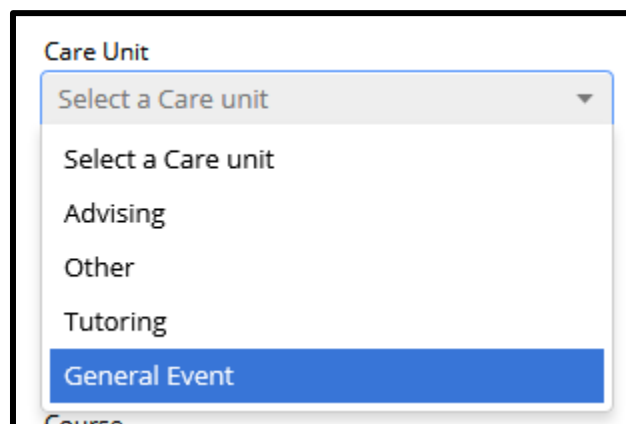
1. Log into GradesFirst and click the **Calendar** option on the left navigation panel.



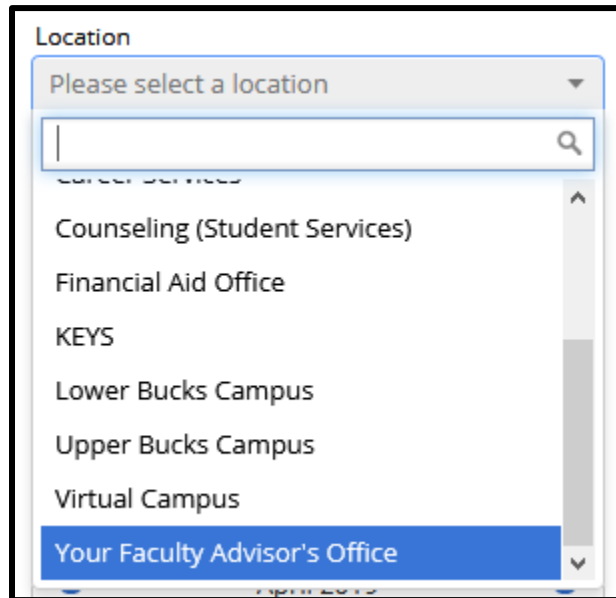
2. Click **Add Calendar Event** on the right side of the page.



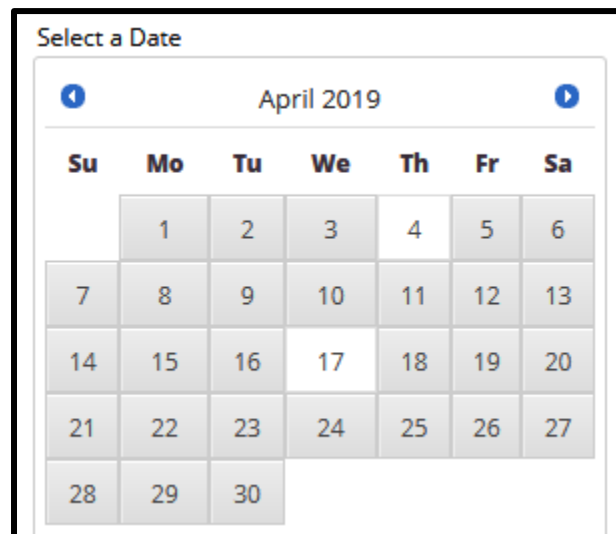
3. This screen has changed from previous versions. Under the Care Unit dropdown, choose **General Event**.



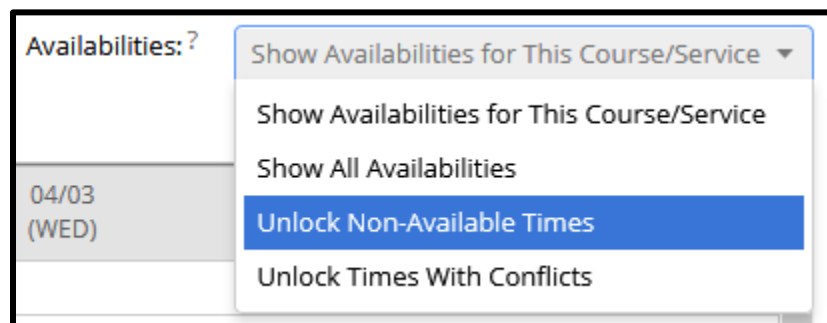
4. Under the Location, choose **Your Faculty Advisor's Office**.



5. Find the specific day(s) that you wish to block the time off by using the calendar. This will give you a weekly overview.



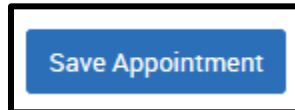
6. Under Availabilities, choose **Unlock Non-Available Times**.



7. This will allow you to check off specific time blocks on the calendar.

10:00am - 10:30am	<input type="checkbox"/>	<input type="checkbox"/>	BUSY
10:30am - 11:00am	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BUSY
11:00am - 11:30am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11:30am - 12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. After you have selected the times on your calendar, click **Save Appointment**.



9. The General Appointment will now appear on your GradesFirst calendar. You may also receive an email confirmation for each General Appointment that you have created.

