

Appendix A: Setting Up Your Availability

Availability

As a new user, the first thing you need to do is [set up availability](#) so that students can schedule appointments to see you. It is important to note that locations and services are created by institution administrators.

Staff Home New

Students Upcoming Appointments My Availability

Available Times 0

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed	8:00a-5:00p	Forever	My Advisor's Office	Changes to my Schedule For: Appointments/Drop-Ins/Campaigns	Advising	Edit

MODIFY AVAILABILITY

Forever

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Preference

In-Person Virtual Meeting

Care Unit

Advising

Location

Academic Advising Center

Services

Academic Planning Changing a Major General Advising

URL / Phone Number

Special Instructions for Student

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Cancel Save

Add Time -

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days as well as start and end time in the *From* and *To* fields.

Step 3: Set the length of the availability with the *How Long Is this Availability Active?* field.

Step 4: If you want this availability added to your personal availability link, select *Add This Availability to Your Personal Availability Link?* You can put the personal availability link in an email or text or on a website. Students are taken to a scheduling workflow that has the staff/faculty's chosen availabilities pre-filled. (**Note:** Personality Availability Link only works for regular Appointments, not for Drop-in's and Campaigns)

Step 5: Select your Availability types. You can choose more than one at a time. For example, an availability can be for both Drop-In and Appointments. **WE RECOMMEND you separate Appointments and Drop-in times into different availability blocks as it will provide more accurate "Drop-In Availability" from the student view.**

Step 6: For Meeting Preference, select the applicable meeting modality.

Step 7: For Care Unit, select the Unit relevant to you (i.e. for Professional Academic Advisor => Professional Academic Advisor, etc.)

Step 8: Choose the location where you will be available.

Step 9: Select services you can provide students during this availability. You must choose at least one service but can pick more.

Steps 10-14 continued on next page...

Appendix A: Setting Up Your Availability

URL / Phone Number

Special Instructions for Student

B *I*

e.g. room 23, please bring paper

Will you be meeting with multiple students?
These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

Cancel **Save**

Step 10: In the *URL / Phone Number* field, add your meeting link for your appointments or your phone number as desired. Can be left blank.

Step 11: Use the *Special Instructions* box to include additional details for students. (Example: For zoom appointments please use the following link: XXXXXX. For in-person appointments, please come to the XXXX Advising Center and check in at the front desk. OR We will use Zoom for our meeting, which you can access by using the link provided. Virtual meeting spaces allow us the flexibility to connect from various spaces. Please ensure the space you are in is conducive for such a meeting. I very much look forward to meeting with you!)

Step 12: If you want to hold group appointments, you can specify the number *under Max Number of Students per Appointment*. Otherwise, you can leave it as 1 for one-on-one appointments.

Step 13: Click the Save button.

Step 14: Repeat this process until all your availabilities have been defined.

- You can have as much availability as needed.
- Creating multiple availabilities will enable you to set aside specific blocks for specific services (registration advising for example) or meeting types (drop ins vs. scheduled appointments)

Editing Availability:

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied, and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time and click the Delete Time button.

Group Appointments - You can create availability for group appointments by indicating how many students are able to schedule into the same appointment (indicate specific number under "Max Number of Students per Appointment")

Inactive availabilities are highlighted in red in the Times Available grid.



For more detailed guidance, check out the [Help Center!](#)

Appendix A: Setting Up Your Availability & Target Hours

The screenshot shows the Staff Home interface. At the top, there are navigation tabs: Students, Appointments, My Availability, Appointment Queues, and Appointment Requests. Below this is the 'Available Times' section, which contains a table with columns: Actions, Days of Week, Times, Dates, Location, Purpose, Care Unit, and Personal Link. The table lists several rows of available times, each with a checkbox in the Actions column. Below the table is a 'Personal Availability Link' section with a link and a 'Copy' button. At the bottom is the 'Scheduling Target Hours' form, which includes a 'Target Hours Per Week' dropdown menu (set to 15), a checkbox for 'Block scheduling for the week when target is hit', and an 'Update Target Hours' button. A red arrow points to the 'Scheduling Target Hours' section.

Target Hours allow staff to restrict the number of hours in which they can be scheduled for appointments via Student Scheduler.

- Staff set their Target Hours in the **Scheduling Target Hours** section.
- Target Hours have two aspects:
 1. **Target Hours Per Week:** This is the maximum number of hours per week in which they can be scheduled for an appointment. (You can set this between 1-168 hours.)
 2. **Block scheduling for the week when target is hit:** If selected (and hours have been reached), the staff member will no longer be available to students for appointments for the remainder of the week.
- **Note:** Target Hours are calculated against all Services, Locations, and Care Units. Your Leadership Team will provide clarification on how this feature should be used.

This is a close-up of the 'Scheduling Target Hours' form. It features a title 'Scheduling Target Hours' at the top. Below the title is a section for 'Target Hours Per Week' with a dropdown menu showing the value '15'. Underneath is a checkbox labeled 'Block scheduling for the week when target is hit', which is checked. At the bottom of the form is a blue button labeled 'Update Target Hours'.