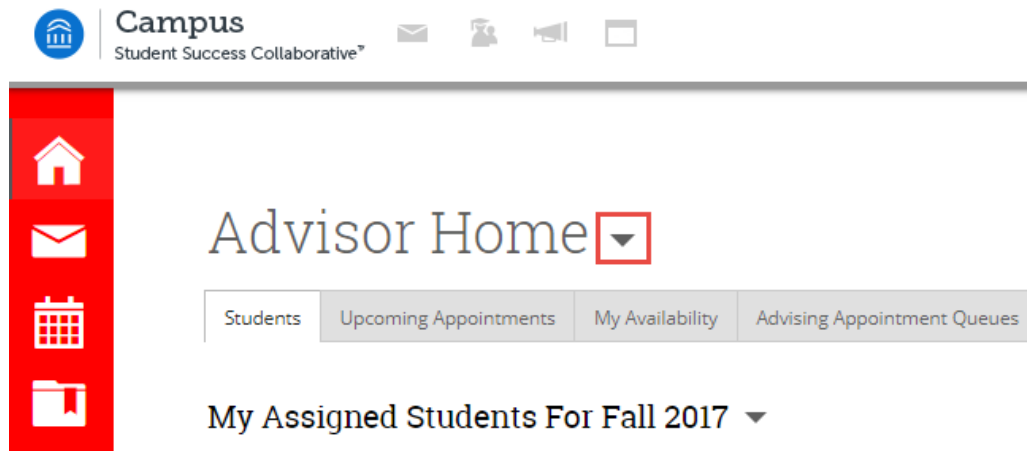# EAB

Setting Appointment Availability in SSC Campus

Step 1: Add Available Times for Faculty Advising Appointments

- Log in to umw.campus.eab.com using your standard Mary Washington ID and password.
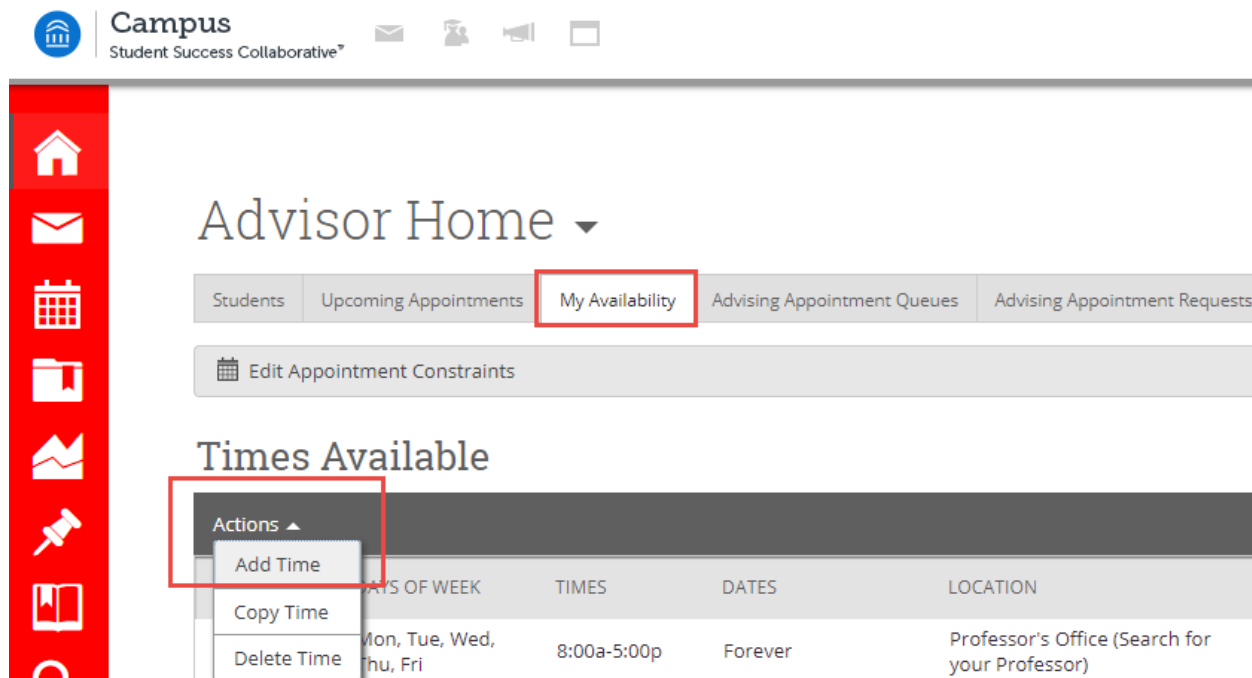- Toggle to your Advisor Home using the arrow drop-down.

- Click on your 'My Availability' tab.
- Click on 'Actions' under 'Times Available' and click on 'Add Time'

The best practices are the ones that work for you.℠

- Select the days and times when you are available to meet with students for advising appointments.

- Select whether you will meet with these students via appointments or drop-ins during these times.

- Select 'Faculty Advisor's Office' as the location.

- Select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

- Enter a message in the 'details' field explaining how to locate your office and any other pertinent information regarding their appointment.

- Click 'Save' and note that your availability should now appear under 'Times Available.'

- Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

Example Faculty Advising availability:

Step 2: Add Available Times for Students in Your Courses

- After you have saved your availability for Faculty Advising, you will need to create availability to meet with students in your courses as well.

- Click on your 'My Availability' tab.

- Click on 'Actions' under 'Times Available' and click on 'Add Time'

- Select the days and times when you are available to meet with students who are enrolled in your courses.

- Select whether you will meet with these students via appointments or drop-ins during these times.

- Select 'Professor's Office (Search for your Professor)' as the location.

- Select the 'Discuss a Course' student service.

- Enter a message in the 'details' field explaining how to locate your office and any other pertinent information regarding their appointment.

- Click 'Save' and note that your availability should now appear under 'Times Available.'

- Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

Example availability to meet with students enrolled in your courses:

Step 3: Sync your Outlook calendar with SSC – Campus

Integrating Your Calendar

The availability you set up within Campus dictates students' ability to schedule appointments with you. You have the added option to integrate your calendar with the Campus platform to pull in Free/Busy times from your personal calendar and push appointments scheduled in Campus to your personal calendar.

 Navigate to the "Subscriptions" tab and then select only "Set-Up Exchange Integration", the third option on the right. The next screen will prompt you to enter your email address and then hit the blue "Connect with Exchange" button.

My Calendar

Calendar View	List of Calendar Items	Subscriptions

SUBSCRIPTIONS

📇 Setup Calendar Integration	⇅ Setup Free/Busy Integration	📇 Setup Exchange Calendar Integration
Last updated at 07/15/2016 02:39 PM	No free/busy integrations yet	No exchange calendar integrations yet

Exchange Integration

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

Re-sync with Exchange

Exchange Mailbox

cmacfarl@ad.stetson.edu

Please verify this email is your Exchange mailbox.
Contact support if the email needs changing.

Additional Information

- There are two other options when adding **Times Available**.

  o Copy Time - to copy an availability in order to replicate it and make adjustments, select the time you would like to copy and then click on Actions, then click on 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.

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

- Note: Inactive availabilities are highlighted in red in the Times Available grid. This means that the availability occurs in the past or in the future.

- **Appointment Constraints**

  o From the Advising Home page, click on the My Availability tab. To define parameters that control your availability with appointments, first click the Edit Appointment Constraints option.

| Students | Upcoming Appointments | My Availability | Advising Center | Advising Requests |

📅 Edit Appointment Constraints

o   When clicked, these options are available for you to define:

Advisor Home ▾

| Students | Upcoming Appointments | My Availability | Appointment Queues | Appointment Requests |

Student Appointment Constraints

Hours in advance: ?

```
24
```

Default Appointment Length: ?

```
20 min          ▾
```

☑ Require available times for students ?

Update Constraints

Hide Constraints

o   *Hours in Advance* refers to how many hours, from the current time, a student must wait before they can schedule an appointment. For instance, in the example above, if the current time is 10:00am, the earliest a student would be able to schedule an appointment with you would be 10:00am, the following day. This setting only applies to students making appointments.

o   *Default Appointment Length* is the default length you would like to set for your appointments.

o   *Require available times for students* means that advisors must have defined Times Available before a student can create an appointment with them. If this box is not checked, students are able to schedule with that advisor at any time and day. This box is checked by default – we highly recommend leaving this box checked.

Student view of Appointment Scheduling

- Students are able to initiate the scheduling process right from their homepage by clicking on 'Schedule an Appointment (Course instructor or Academic Advisor Meeting)'

- They are prompted to select whether or not the meeting is for advising or to meet with a Professor.

- If they select 'Advising Appointment,' a number of student services appear. These correlate to the first availability that you created.

- If they select 'Meet with a Professor,' the 'Discuss a Course' option is the only one that will appear. This correlates to the second availability that you created.

- They are then prompted to select a location for the appointment. In the scenario below, we will select the 'Faculty Advisor Office' location, as this correlates to the first availability that you created.

- Once they select a location, they are able to search for the Advisor or Professor they would like to meet with.

What location do you prefer?

Faculty Advisor Office ▼

Who would you like to meet with? Click in the box below to search. If the person you would like to meet with does not appear in the box, email them to schedule a meeting.
If you don't have a preference, just click Next.

| |
Reif, Dr. Randall
Wynn, Dr. April
Matthews, Kate
McGraw, Jessica

◀ Back   Next ▶

- Next, the scheduling grid appears that displays which dates are available for the specific service and location that the student selected.

| ‹ | Appointment Times For The Week Of September 04 | › |

Mon, Sep 04	Tue, Sep 05	Wed, Sep 06	Thu, Sep 07	Fri, Sep 08
Morning 1 Available	**Morning** 3 Available	**Morning** 1 Available	**Morning** 3 Available	**Morning** 1 Available
Afternoon 7 Available	**Afternoon** 6 Available	**Afternoon** 7 Available	**Afternoon** 6 Available	**Afternoon** 7 Available

View the times you can see a staff member without an appointment. [View Walk-in Times]

◀ Back   Next

- When they click into a date, all of the available timeslots appear as well.

Mon, Sep 04	Tue, Sep 05	Wed, Sep 06	Thu, Sep 07	Fri, Sep 08
Morning 1 Available	Morning 3 Available	Morning 1 Available	Close 10:45am **11:15am** 11:45am	Morning 1 Available
Afternoon 7 Available	Afternoon 6 Available	Afternoon 7 Available		Afternoon 7 Available

View the times you can see a staff member without an appointment. **View Walk-in Times**

◄ Back   Next ►

- Finally, the student is prompted to confirm the appointment that they select. This is where they will see the details that you had added into your availability when you created it.

  o Students will also receive automated email reminders notifying them of their appointments ahead of time.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Sebrine Abdulkadir with Kate Matthews

Why: Major Advising

When: Thursday, September 07
11:15am - 11:45am

Where: Faculty Advisor Office

Additional Details
My office is in the Office of Academic Services, room 101. Please come prepared with information about the major options you would like to discuss.

Is there anything specific you would like to discuss with Kate ?

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email   Send Me a Text

Email will be sent to sabdulka@umw.edu

7032099630

◄ Back   **Confirm Appointment**

- Once the student clicks 'Confirm', they will see a confirmation page, where they have the option to create another appointment or navigate back to their calendar or homepage.

Success! Your Appointment Has Been Created

Appointment Details

Who: Sebrine Abdulkadir with Kate Matthews

Why: Major Advising

When: Thu Sep 07, 2017 11:15 am - 11:45 am

Where: Faculty Advisor Office

Additional Details:

My office is in the Office of Academic Services, room 101. Please come prepared with information about the major options you would like to discuss.

What would you like to do now?

Create Another Appointment

View My Calendar

Go Home