How to Set Up SSC for Students to Schedule Advising Appointments During Advising Week Without Syncing Outlook Calendar

Step 1: From the homepage, click My Availability:

Advisor Home

- Students
- Upcoming Appointments
- My Availability

Edit your Appointment Constraints -
First, indicate in your appointment constraints the default appointment time length for your student appointments as well as how far in advance students need to schedule their appointments. Leave the “Require Available Times” box checked.

Step 2: Under Times Available, use the drop down arrow under Actions and choose “Add Time”

Step 3: Choose the days of the week you are available. Select timeframe you are available. Select Appointments. Under Duration, Select Range of Dates (Fall 2016 Advising Week is October 24th-October 28th). Under Location, select the major you advise. Under Select Student Services, select Advising for My Major. In the “Details” area, include your office information and any additional information you would like to tell students. Then click Save. If you advise for multiple majors, you will need to repeat this step for each of the majors.
Step 4:
Since you are not syncing with Outlook, you will need to manually block off the times you are not available to meet with students, leaving only times available that you would like students to schedule appointments. (Note: Your class schedule will automatically populate to show not available). Click the calendar icon on the left side of your screen.

Step 5:
You will now see your class schedule populate in your calendar. The next step is to block off times you are not available for student appointments.

Click Add Calendar Event:
Step 6:

- On the left side of your screen under “Filters” select: General Event.
- Under “Reason” type (Not Available or you can be specific and write Dept. meeting). You can block off individual appointments if you would like to know the details of your blocked off time, or you may want to just block all closed times and once and mark as Unavailable.
- Select the date of the week you are looking to block off or indicated in your availability. In this example we are looking for advising week, October 24.
- Now you may begin to block off the times you are unavailable by clicking each individual half-hour block. Then click Save Appointment. Do this for all times you need to block off during advising week.
- Please note that you will receive multiple emails at this point for all of the times you have blocked off. The system thinks you have created events that you need to reminded of. We cannot change this configuration at this point. All emails should come at once, so they should be easy to delete.
**Step 7:**
To block off additional time as other schedule things come up, you may do so by repeating steps 5 and 6.

**Step 8:**
To delete time that you had previously blocked off, click on the calendar as you did in Step 4 and select the actual event on your calendar to delete or edit from there. Choose “Delete Appointment.” You will receive emails when you remove these events. The time will then be available for students to select to make an appointment.

Students will now be able to search for an appointment with you when they indicate the major that you set availability for during the dates that you set up. They will only see the available times to make appointments with you from the times you left unchecked in Step 6.