

Creating an Appointment

To schedule an appointment outside of a campaign, visit the student's profile, and go to the right side navigation. From there, select Schedule an Appointment.

Options

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)
- [Edit User Settings](#)
- [Upload Profile Picture](#)
- [Impersonate User](#)

From there you will need to set the Care Unit, Location, and Service. Next you will choose yourself as the organizer.

Schedule Appointment



Filters

Care Unit: Advising

Location: Center for Academic Support and Advisement/Library #3...

Service: Please select a service

Course: [Search]

Meeting Type: Select meeting type

People Attending (1)

Student, Test (Student, Tutor)

Available Slots Left in Appointment (0)

Add an Attendee [Search] Additional Slots [+/-]

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="checkbox"/>	advisor, test	For: Appointments Fri 8:00am - 5:00pm ET (June 9, 2023 - June 9, 2023)

This will open a grid for scheduling. Times that your calendar is blocked will show as Busy. Times that you are scheduled to meet with other students will show as Conflicts. Times the student is in class will also show as Conflicts. Only times that you have availability will show as available to be checked.

Choose A Time To Meet

Length:

Availabilities: ?

TIME SLOT	06/04 (SUN)	06/05 (MON)	06/06 (TUE)	06/07 (WED)	06/08 (THU)	06/09 (FRI)	06/10 (SAT)
7:30am - 8:00am ET							
8:00am - 8:30am ET		BUSY	BUSY	BUSY	BUSY	<input type="checkbox"/> 0/1	DROP-IN
8:30am - 9:00am ET		BUSY	BUSY	BUSY	BUSY	<input type="checkbox"/> 0/1	DROP-IN
9:00am - 9:30am ET		BUSY	BUSY	BUSY	BUSY	<input type="checkbox"/> 0/1	DROP-IN
9:30am - 10:00am ET		BUSY	BUSY	BUSY	BUSY	<input type="checkbox"/> 0/1	DROP-IN
10:00am - 10:30am ET		BUSY	CONFLICTS	BUSY	BUSY	<input type="checkbox"/> 0/1	DROP-IN
10:30am - 11:00am ET		BUSY	BUSY	BUSY	CONFLICTS	<input type="checkbox"/> 0/1	DROP-IN
11:00am - 11:30am ET		BUSY	CONFLICTS	<input type="checkbox"/> 0/1	CONFLICTS	<input type="checkbox"/> 0/1	BUSY
11:30am - 12:00pm ET		BUSY	BUSY	<input type="checkbox"/> 0/1	CONFLICTS	<input type="checkbox"/> 0/1	BUSY

Repeat This Appointment?

Repeat

You can override these settings using the Availabilities drop down menu. This is only recommended if you are overriding your own availability.

Availabilities: ?

06/21 (WED)	06/22 (THU)		
USY	BUSY		
USY	BUSY		DROP-IN

Unlocking non-available times will unlock times where you do not have availability but are not blocked as busy or meeting with another student. Unlocking times with conflicts will override ANY conflict on the scheduling grid.

Reminders

- Send E-mail Reminder to the organizer attendee?
- Send E-mail Reminder to non organizer attendees?
- Send a text reminder to the organizer attendee?
- Send a text reminder to non organizer attendees?

From the Reminders list on the left, you can choose how you and the student will receive reminders. If a student does not have a working cell phone number in Navigate, these messages will come through as emails.

Repeat

Does not repeat 

[Save Appointment](#)

[Cancel](#)

Finally, you can choose whether or not the appointment will repeat and click Save Appointment. The student will receive a notification that an appointment has been scheduled immediately and then reminders the day before and one hour before.