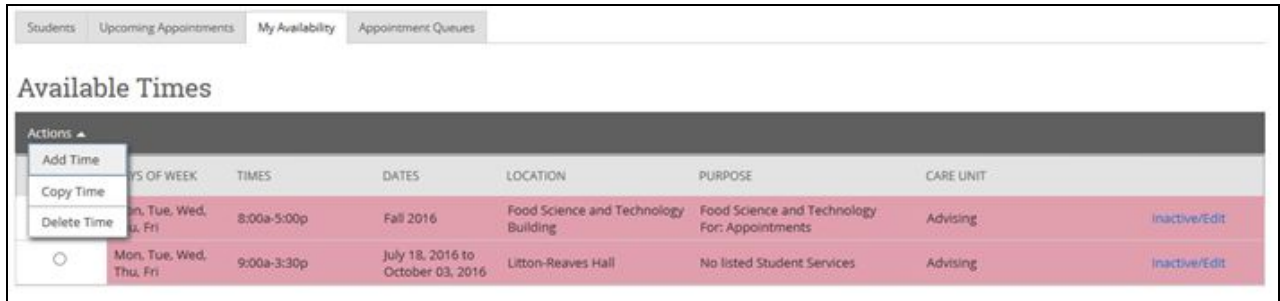
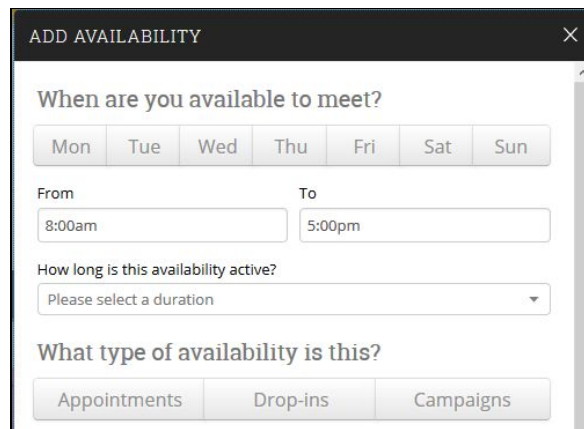


Setting Up Availability

- A. Login to the platform, and from the advisor homepage, click on the “My Availability” tab. Under Available Times, click on “Actions” and “Add Time”.

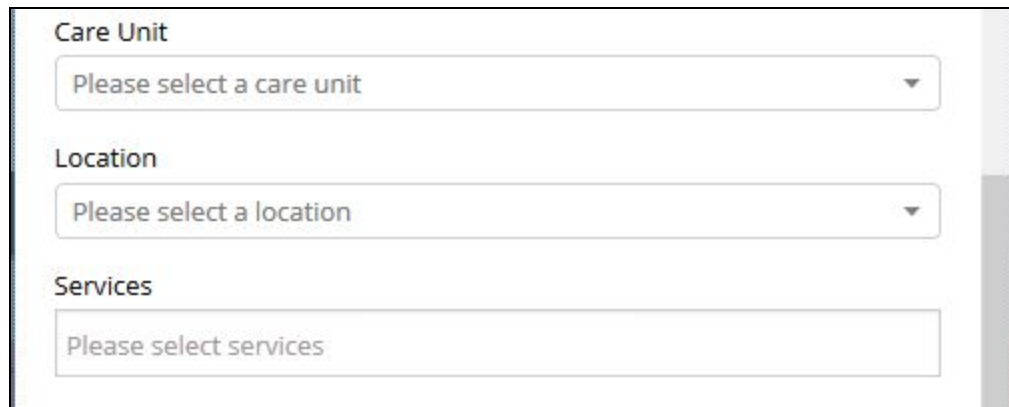


- B. From here you will put in the specific criteria for your availability.



The 'ADD AVAILABILITY' dialog box is shown. It has a title bar with 'ADD AVAILABILITY' and a close button. The main content area asks 'When are you available to meet?' and provides a row of buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. Below this, there are 'From' and 'To' time input fields with values '8:00am' and '5:00pm' respectively. A dropdown menu asks 'How long is this availability active?' with the text 'Please select a duration'. At the bottom, there are three buttons for 'What type of availability is this?': Appointments, Drop-ins, and Campaigns.

- First select which **days of the week** you would like to set this particular availability for.
- Then select the **range of time for your availability**. If you are using the calendar integration, you can set a large range of time (ex: 8:00am - 5:00pm) and have your personal calendar (outlook, Google, etc...) manage your appointment availability for you.
- How long is this availability active**, which you have three options:
 - Current term which will match the dates in Banner for that term
 - Range of Dates which will allow you to indicate when the availability will start and stop
 - Forever, which is indefinite
- What type of availability:** (You can choose multiple types of availability for one time frame)
 - Appointments - for individual appointments
 - Drop-ins - for walk-ins
 - Campaigns - for Appointment Campaigns and must be set-up before starting an Appointment Campaign

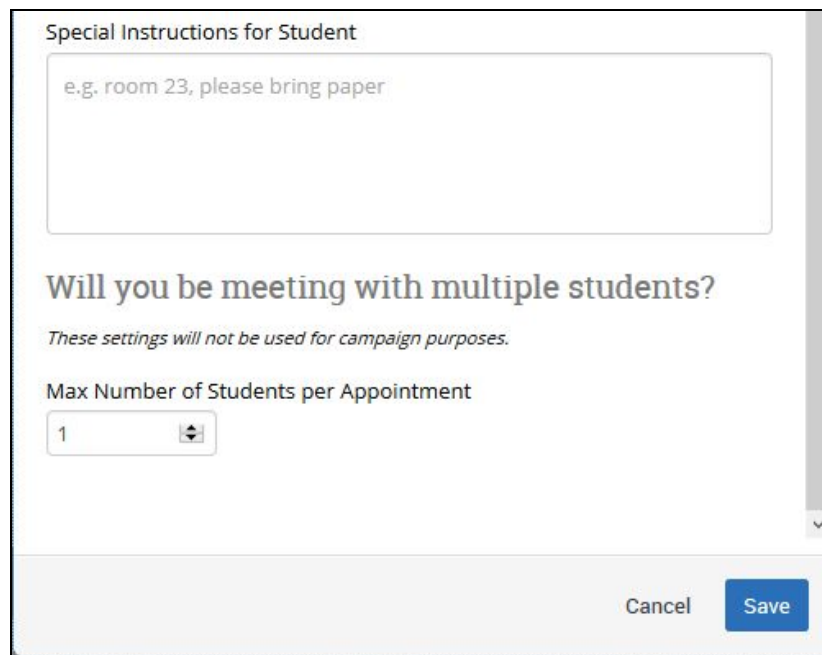


Care Unit
Please select a care unit

Location
Please select a location

Services
Please select services

- e. **Care Unit:** Need to Select Advising if you are part of the Advising Community, or Tutoring if you are part of the Tutoring Community.
- f. **Location:** This will be the building in which these services are taking place.
- g. **Services:** This will be the major(s) you are advising. Note, you can add multiple majors to your availability.



Special Instructions for Student

e.g. room 23, please bring paper

Will you be meeting with multiple students?

These settings will not be used for campaign purposes.

Max Number of Students per Appointment

1

Cancel Save

- h. **Special Instructions for Students:** This would be any instructions you would like the student to know prior to the appointment. This could be things like where in your building are you located (specific office number), do you want them to bring certain information with them to their meeting, or do you want them to review a website, you could put the URL in this box, and when the student sees it, the URL will be active.
- i. **Will you be meeting with multiple students?**
 - i. If you plan to have group sessions, you can set your availability to the number of students you would like to meet during an appointment.

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C. Once saved, this will show you the overview of your availability. The rows in pink are availability which is no longer active, and any in white are currently active and what students can search for.

Available Times							
Actions ▼							
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Tue	8:00a-5:00p	July 10, 2018 to July 10, 2018	1046 Pamplin Hall	Pamplin: 1-on-1 Appointment For: Appointments	Advising	Edit
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:00a-5:00p	Fall 2016	Food Science and Technology Building	Food Science and Technology For: Appointments	Advising	Inactive/Edit
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	9:00a-3:30p	July 18, 2016 to October 03, 2016	Litton-Reaves Hall	No listed Student Services	Advising	Inactive/Edit