

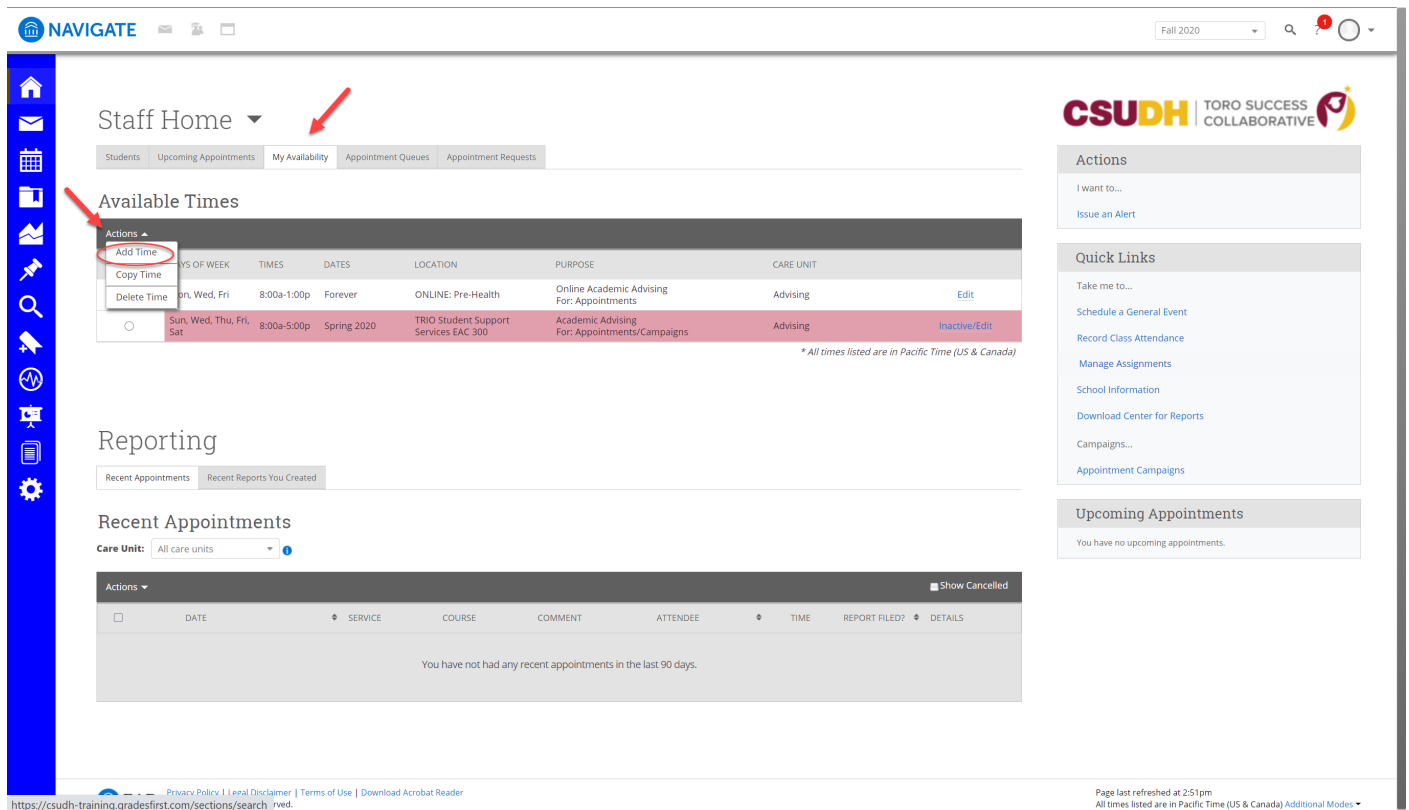
## HOW TO SET UP AVAILABILITY

Availability allows staff to indicate the days, times, locations, and services for which they are available to meet with students. Staff can choose whether the availability active duration is for a specific term, a specific set of dates, or forever. Staff can set availability for appointment scheduling, drop-in visits, and/or appointment campaign purposes. Administration configurations and role permissions determine whether or not staff can create availability and also determine which Care Units, Locations, and Services will display in a user's availability window.

To setup your availability, follow these steps:

**Step 1:** Login to TSC.

**Step 2:** From the Home Page, go to My Availability Tab and click Action drop down and select Add Time.



**Available Times**

Actions	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
<ul style="list-style-type: none"> <li>Add Time</li> <li>Copy Time</li> <li>Delete Time</li> </ul>	Th, Wed, Fri	8:00a-1:00p	Forever	ONLINE: Pre-Health	Online Academic Advising For: Appointments	Advising <a href="#">Edit</a>
<input type="checkbox"/>	Sun, Wed, Thu, Fri, Sat	8:00a-5:00p	Spring 2020	TRIO Student Support Services EAC 300	Academic Advising For: Appointments/Campaigns	Advising <a href="#">Inactive/Edit</a>

\* All times listed are in Pacific Time (US & Canada)

**Reporting**

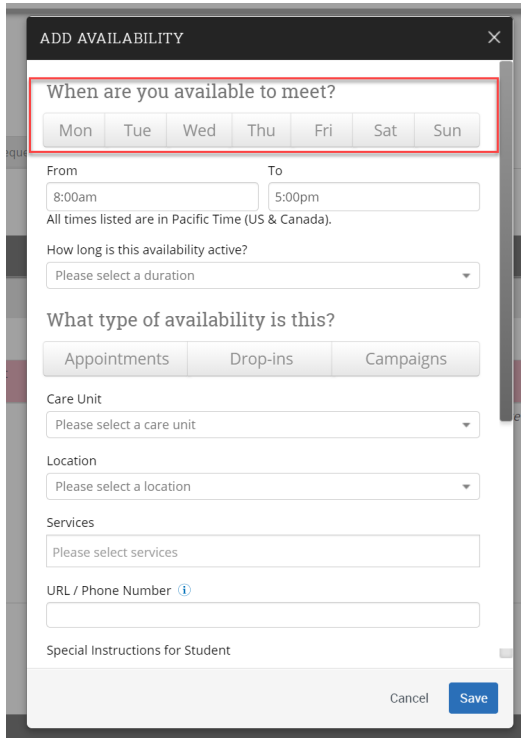
Recent Appointments

Care Unit: All care units

Actions	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent appointments in the last 90 days.								

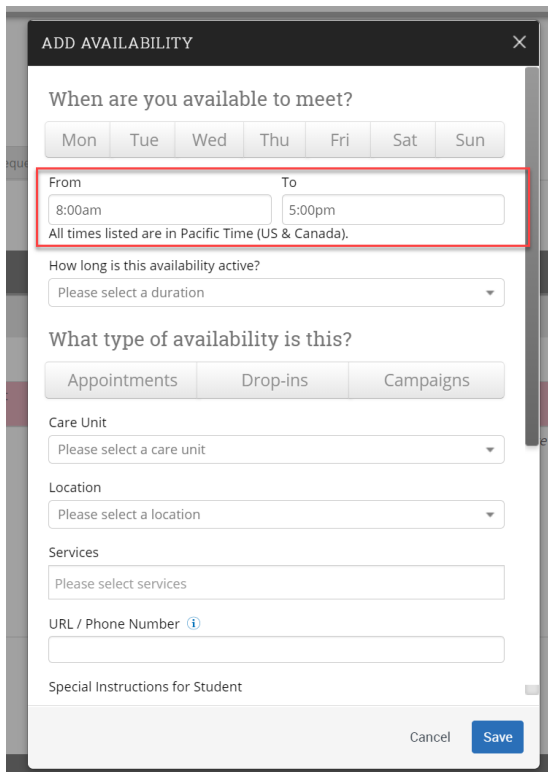
Page last refreshed at 2:51pm  
All times listed are in Pacific Time (US & Canada) [Additional Modes](#)

Step 3: The ADD Availability Window will display. Select the days you are available to meet.



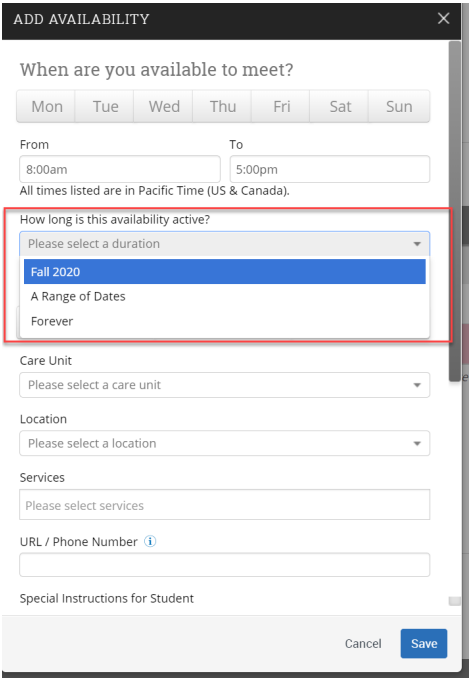
The screenshot shows the 'ADD AVAILABILITY' form. The section 'When are you available to meet?' is highlighted with a red box. It contains seven buttons for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Below this section are fields for 'From' (8:00am) and 'To' (5:00pm), a note 'All times listed are in Pacific Time (US & Canada)', a duration dropdown, a type selection (Appointments, Drop-ins, Campaigns), and several other dropdown and text input fields. At the bottom are 'Cancel' and 'Save' buttons.

Step 4: Select the times you are available.



The screenshot shows the 'ADD AVAILABILITY' form. The 'From' and 'To' time fields are highlighted with a red box. The 'From' field contains '8:00am' and the 'To' field contains '5:00pm'. Below these fields is the note 'All times listed are in Pacific Time (US & Canada)'. The rest of the form, including the day selection buttons and other input fields, is visible but not highlighted.

**Step 5:** Choose how long is this availability active for (Choices: 1 – The active Term; 2 – A Range of Dates; or 3 – Forever)



ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Pacific Time (US & Canada).

How long is this availability active?

- Please select a duration
- Fall 2020**
- A Range of Dates
- Forever

Care Unit: Please select a care unit

Location: Please select a location

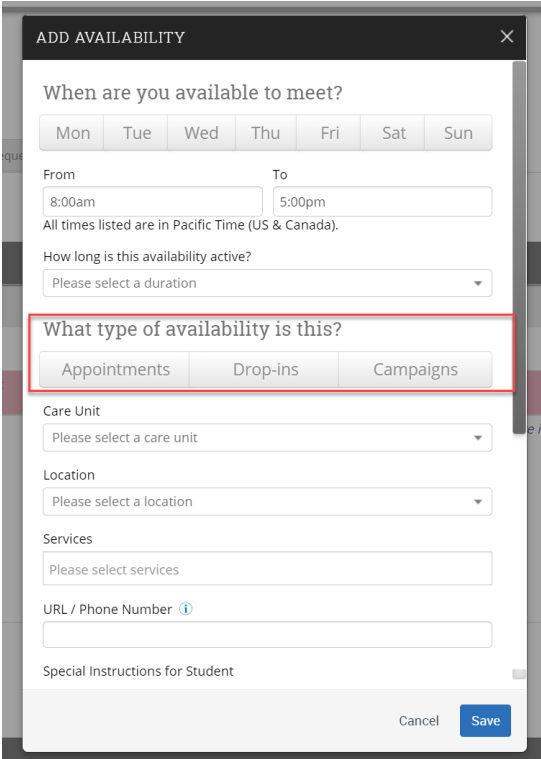
Services: Please select services

URL / Phone Number ⓘ

Special Instructions for Student

Cancel Save

**Step 6:** Select your Availability type(s). You can choose more than one at a time, e.g. you can set availability for both Drop-In and Appointments at the same time.



ADD AVAILABILITY

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm  
All times listed are in Pacific Time (US & Canada).

How long is this availability active?

Please select a duration

What type of availability is this?

- Appointments
- Drop-ins
- Campaigns

Care Unit: Please select a care unit

Location: Please select a location

Services: Please select services

URL / Phone Number ⓘ

Special Instructions for Student

Cancel Save

**Step 7:** Now select your Care Unit from the drop-down. Your Care Unit is **Advising**. After selecting the Care Unit, select your Location. Then select the Services **Online Academic Advising**. (Note: Currently, appointments are online but the location and Services may change when we return to campus.)

### ADD AVAILABILITY ✕

When are you available to meet?

Mon Tue **Wed** Thu Fri Sat Sun

From  To

All times listed are in Pacific Time (US & Canada).

How long is this availability active?

What type of availability is this?

**Appointments** Drop-ins Campaigns

Care Unit

Location

Services

URL / Phone Number [i](#)

Special Instructions for Student





**STEP 8:** If there is a phone number or a URL (for example a Zoom or GoToMeeting link) for the meeting, especially for remote meetings, enter it in the URL / Phone Number field. A clickable version of this link will appear for students who create an appointment during the availability.

### ADD AVAILABILITY ✕

Location

Services

URL / Phone Number ?

Special Instructions for Student  
**B** *I*    

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 9:** Enter special instructions for this availability. **Note:** The special instructions will be included in the initial notification to the student regarding this scheduled appointment, in addition to subsequent appointment reminder emails. We recommend including general instructions, like your office location or how to check-in for the appointment upon arrival.





### ADD AVAILABILITY ✕

Location

Services

URL / Phone Number i

Special Instructions for Student

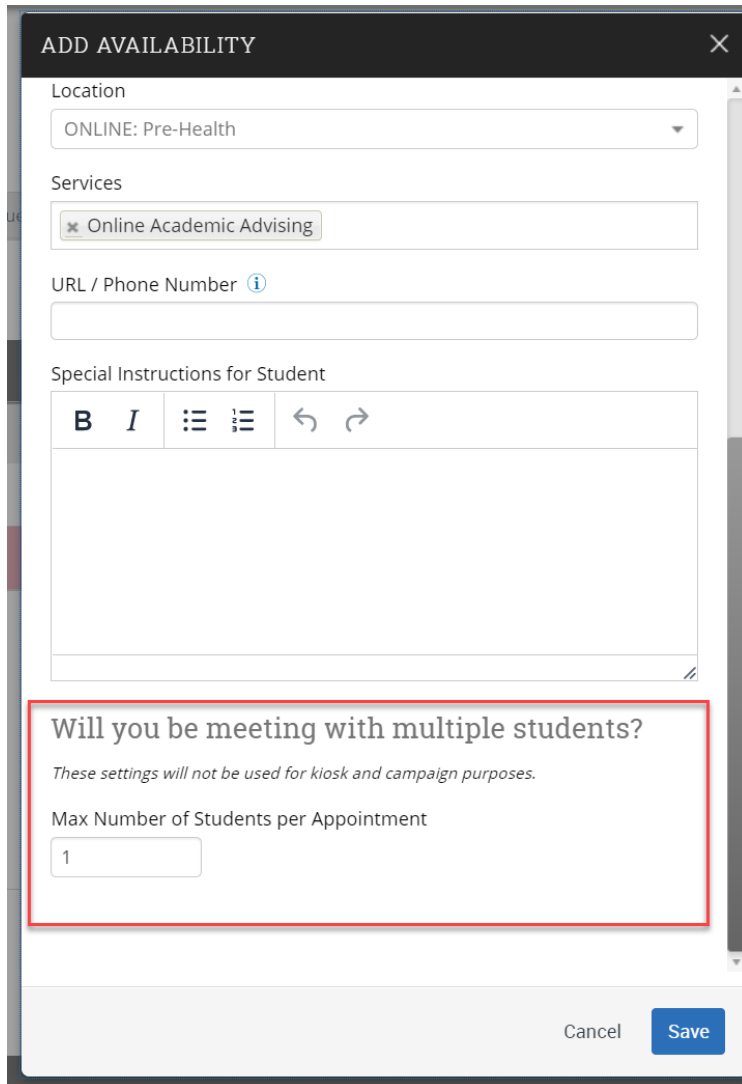
**B** *I*    

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:** Determine how many students can be in one appointment. If you do not select a Max Number of Students per Appointment, the number will be capped at 1.



**Step 11:** Click the **Save** button.

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

There are two other options when adding Times Available.

**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.