

ADVISORS SCHEDULES

1. On the left, click “Advisors Schedule” under Center Attendance.

Center Attendance

- Who's In
- Daily Viewer
- SignIn/SignOut ▶
- Session Logs
- Stand-by Logs
- Appointments ▶
- Advisors Schedule**
- Advising Assessment
- Intake System
- Whiteboard
- Reports ▶

2. Make sure you're in the right Center, correct Term, appropriate advisor, and hit Apply:

Center:	Personalized Academic Success
Advisor :	Type to search...
Edit mode:	Term mode
Term:	Spring 2016

3. Create the schedule for that advisor and it will be set for the entire semester.

NOTE: If an advisor is out sick or the schedule needs to be changed on a weekly basis, go back up to the drop down where it says “Term Mode” and change it to “Exceptions Only”

Edit mode:	Exceptions only
Week of:	01/14/2016

IMPORTANT: When you've selected a time for the advisor to be working, a pop-up will show. Be sure to uncheck the “Unlimited” box and put in a 1 if you do not want the advisor to see more than one person at a time (NOTE: WITH A LIMIT OF 1 STUDENT, IF ADVISOR'S NEXT STUDENT SHOWS UP EARLY, THAT STUDENT WILL HAVE TO WAIT FOR THE CURRENT STUDENT TO SIGN OUT TO BE ABLE TO SIGN IN FOR WALK IN OR APPOINTMENT; I SUGGEST A LIMIT OF 2 MAX. ATTENDEES). With the box checked, multiple students can schedule appointments with that advisor at the same time. See below.

Max. Attendees:

1



Unlimited

→ Then hit “Save” and you’re done!

NOTE: “**Merged Mode**” (found in the dropdown for Edit mode) is to merge your Term (semester) schedule with your Exceptions only (weekly) schedule.