

# How to Create a Manual Appointment

1. Student must already be active in order to manually schedule an appointment on their behalf, please refer to the “How to Make an Inactive Student Active” guide if needed.
2. Place cursor over Appointments dropdown menu under Center Attendance
3. Click on New by date
4. Enter the desired date of the appointment
5. Make sure your center is selected in the Center dropdown menu
6. Include Subject area if desired

**New appointment by date**

[View List](#)

Date:

Center:

Subject Area:

[Hide Filters](#)

7. A list of available advisors will appear after clicking on the blue dropdown menu containing the date and center of the future appointment
8. Click on the desired and available time slot (green boxes) for the future appointment

**New appointment by date**

[View List](#)

Date:

Center:

Subject Area:

[Hide Filters](#)

**References**

Available Available Segment Not Available Not Working

**Search Results** Click on the boxes below

Thursday, June 16, 2016 at Test

	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM
McDonell, Colin	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Click on an available slot to schedule an appointment. Numbers in the slots specify existing appts.

9. A box will pop up. Enter the student name and any notes.
10. Click Accept

### New Appointment

1) Check the appointment details:

**Advisor :** McDonell, Colin  
**Date:** Thursday, June 16, 2016  
**Center:** Test

2) Specify the Student:

**Student:**

3) Specify the time:

**Starts at:**   
**Ends at:**

4) Specify notes:

5) Specify the Subject Area:

**Subject Areas:** None [\[Select\]](#)

6) Specify the Services:

**Services:** None [\[Select\]](#)

[Accept](#) [Cancel](#)

Thursday, June 16, 2016 at Test

	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM																										
McDonell, Colin	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45	0	15	30	45

[Click on an available slot to schedule an appointment. Numbers in the slots specify existing appts.](#)

11. Your new appointment should be visible in the “View All” appointment screen as long as the time range filter covers the date of the new appointment

### Appointments

[Create New](#)
[Edit](#)
[Edit Manually](#)
[Notes](#)
[Re-Schedule](#)
[View Schedule](#)
[Cancel](#)
[Restore](#)
[Void](#)
[Edit Presence](#)
[Export](#)

[Show Filters](#) From 06/16/2016, to 06/29/2016. Canceled and Voided are not displayed.

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[Export](#)

Show canceled
  Show voided

Students (All)  
 Advisors (All)  
 Locations (California State Unive...)

**From:**

[Apply](#) [Clear](#)

[Hide Filters](#)