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## SET UP ADVISING AVAILABILITY

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Set Up Advising Availability

There are two parts to this process:
1. Set up Appointment Constraints.
2. Set up Availability.

Set Up Appointment Constraints

1. If the appointment availability is to be set for a Term, select the appropriate term.

2. If you are an administrator, who has the security to set the schedules of others, search for that individual. Two search methods are:
   - Use the Quick Search option to search for the individual by name or EmplId.
   - Use the Search page.

Search by:
- Type of user
- Then, name or EmplID
3. If you are setting your own availability, use the My Availability tab.

To set another individual’s availability, Administrators use the Advisor Settings tab.

4. Click on Edit Appointment Constraints.

The Student Appointment Constraints box displays.
5. There are three options to set up.

- **Hours in advance:**
  How many hours in advance must a student schedule an appointment? This setting only affects appointments that a student schedules himself/herself.
  
  In this example, two is entered as the number of hours.
  
  **Note:** In this phase 2 of the GradesFirst implementation, students are not able to schedule appointments themselves in GradesFirst. This function will be available to students at a later time.

- **Default Appointment Length:**
  When an appointment is scheduled by anyone, this is the amount of time that will default. This can be overridden when an appointment is created, except by students. When a student creates an appointment, he/she must accept the default appointment length.

- **Require available times for students?**
  Leave this box checked. If this box is not checked, students are able to schedule an appointment with an advisor at any time and any day, regardless of the advisor’s appointment schedule.

6. Click on Update Constraints to save the changes.

7. Click on Hide Constraints to close the box.
Set Up Availability

Follow these instructions to:

- Add an Available Time
- Copy an Available Time
- Edit an Available Time
- Delete an Available Time

Add an Available Time

1. If the appointment availability is to be set for a Term, select the appropriate term.

![](Image)

2. Click on the Add Time button.

![](Image)

The Add Availability box displays.

I'm available on

Mon Tue Wed Thu Fri Sat Sun

8:00a - 5:00p

for Drop-ins Appointments

Duration

Location

Select Location to select Student Services

Cancel Save
3. In this example, an advisor’s schedule is set for:
   Monday through Friday
   For Appointments
   From 8:00 am-noon (Later in this lesson, the setup is copied to 1:00 pm-5:00 pm.)

   - Select the days by clicking on the appropriate tabs.

   **I'm available on**

   - Use the sliders to adjust the time available.

   ![Slider Image]

   - Select whether this time frame is for Appointments or for Drop-Ins.
     A time frame is set for Appointment OR Drop-Ins, not both.

   ![Selection Buttons]

   **Note:** When the Drop-Ins choice is selected, students who arrive without
   an appointment are added to a queue for either first available
   advisor or to a queue for a particular advisor.

   - Select the Duration of time for which this time availability is to be set.

   ![Duration Selection]

   **Note:** If you want to set the appointment for a Term and it is not on this
   list, return to step one and select the Term.

   If A Range of Dates is selected, then you are prompted to select a
   beginning and an ending date.
4. Select a Location.

(TUTORING DEMO) Bierce Library
(TUTORING DEMO) PolySci
Akron Test Location
Arts & Sciences - CAS 118
Business CEA 210
CAASS College Ready Simmons 205
CAASS Emerging Simmons 301

5. Select the Student Services for which the advisor is available.

Career Counseling
Changes to my Schedule
Eligibility Questions
Externship Inquiry
Internship/job Search Assistance
Interview Coaching
Advising

More than one Student Service may be selected, although each service must be selected separately.

If the Student Services field is left blank, it means that the individual is available for all advising student services that appear on the list.
6. Click on Save to save the changes.
   The Availability displays.

<table>
<thead>
<tr>
<th>DAYS OF WEEK</th>
<th>TIMES</th>
<th>DATES</th>
<th>LOCATION</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Tue, Wed, Thu, Fri</td>
<td>8:00a-12:00p</td>
<td>2014 Summer</td>
<td>CAASS College Ready Simmons 205</td>
<td>Advising, Changes to my Schedule For Appointments</td>
</tr>
</tbody>
</table>
Copy an Available Time

1. To create the availability for the 1:00 pm – 5:00 pm time frame:
   - Mark the option button for the 8:00 am – 12:00 pm availability.
   - Select the Copy Time button. The Copy and Add Availability box displays.
   - Verify the days. Change, if appropriate.
   - Enter the time:
     Use the sliders to modify the time to 1:00 pm – 5:00 pm.
   - Select the Duration. In this example, 2014 Summer is selected.
   - Verify the location. Change, if appropriate.
   - Verify the Student Services. Change, if appropriate.
2. Click on Save.

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<td>Edit</td>
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Edit an Available Time

1. Click on that time’s Edit link.

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2. Make the necessary changes.
   For more detailed instructions, see the previous sections of this document.

3. Click on Save.
   The changes are saved and displayed in the Times Available.
Delete an Available Time

1. Select the Time to be deleted.

   **TIMES AVAILABLE**

   ![Add Time] [Copy Time] [Delete Time]

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2. Click on the Delete Time button.

   A prompt displays.

   The page at https://akron-training.gradesfirst.com says:

   Are you sure you wish to delete the selected available times?

   ![OK] [Cancel]

3. Click on OK.

   The Time no longer shows in the list of Times Available.