

Getting Started

Setting Your Availability

As a new user, the first thing you need to do is set up availability in SSC Campus in order to schedule appointments. It is important to note that locations and services are created by the DePauw University SSC implementation team.

Advisor Home ▾

Students | Upcoming Appointments | **My Availability** | Advising Center | Advising Requests

📅 Edit Appointment Constraints

Times Available

Actions ▾	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<ul style="list-style-type: none">Add TimeCopy TimeDelete Time	Mon	10:30a-3:00p	Forever	Faculty Office	Course Scheduling, General Advising, Major Change For Appointments	Edit
<input type="radio"/>	Thu	8:00a-9:00a	Forever	Faculty Office	Course Scheduling, General Advising, Major Change For Drop-Ins	Edit
<input type="radio"/>	Thu	8:00a-9:00a	Forever	Faculty Office	Course Scheduling, General Advising, Major Change For Appointments	Edit

ADD AVAILABILITY ✕

I'm available on

Mon **Tue** **Wed** **Thu** **Fri** **Sat** **Sun**

8:00a - 5:00p

for Drop-ins Appointments Campaigns

Duration

Location

Select Location to select Student Services

Cancel **Save**

Add Time-

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days and times when you are available to meet with students.

Step 3: Select whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.

Step 4: Choose the location where you will be available.

Step 5: Lastly, select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

Step 6: Click the Save button.

Repeat this process until all of your availabilities have been defined.

Note: You can have as much availability as needed.

There are two other options when adding Times Available.

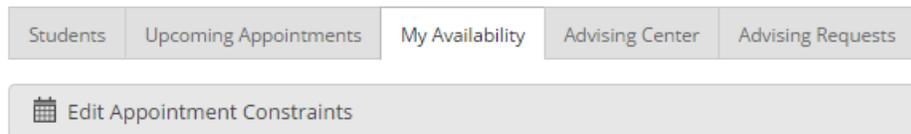
Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.

Appointment Constraints

To define parameters that control your availability with appointments, first click the Edit Appointment Constraints option.



When clicked, these options are available for you to define:

A screenshot of a dialog box titled 'Student Appointment Constraints'. It contains three fields: 'Hours in advance:?' with a text input containing '24'; 'Default Appointment Length:?' with a dropdown menu showing '30 min'; and a checked checkbox labeled 'Require available times for students?'. At the bottom, there is a blue 'Update Constraints' button and a 'Hide Constraints' link.

1. **Hours in Advance** refers to how many hours, from the current time, a student must wait before they can schedule an appointment. For instance in the example above, if the current time is 10:00am, the earliest a student would be able to schedule an appointment with you would be 2:00pm. This setting only applies to students making appointments.
2. **Default Appointment Length** is the default length of this specific advisor's appointment. This can be overridden by users with the appointment create permission, except by students, during appointment creation.
3. **Require available times for students** means that advisors must have defined Times Available before a student can create an appointment with them. If this box is not checked, students are able to schedule with that advisor at any time and day. This box is checked by default. We highly recommend that advisors use this default.

Click the Update Constraints button to save your changes. Then, to hide the Student Appointment Constraints settings box you can simply click on the Hide Constraints link.

SSC Campus Calendar

My Calendar

Your calendar in SSC is a quick way to view appointments or events at a glance.

My Calendar



Calendar View | List of Calendar Items | Subscriptions

LEGEND ADVISING ASSIGNMENT TUTORING GENERAL COURSE FREE BUSY CANCELLED

Add Calendar Event | Print Calendar

October 2015

today < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	30	1 11:30a Advising 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	2	3
4	5	6 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	7	8 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	9	10
11	12	13 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	14	15 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	16 2:30p Advising	17

Add Calendar Event – Clicking Add Calendar Event will bring up your appointment scheduling page.

Print Calendar – Here you can print your monthly or weekly calendar views directly to PDF.

View today, day, week or month – Quickly choose to view just Today, or view by day, week or month. Using the left or right arrows allows you to view previous or future dates if desired.

Notice the Legend just above the calendar grid. Options listed include: **Advising, Assignment, Tutoring, General, Course, Free Busy and Cancelled**. Selecting one of the checkboxes enables associated appointments to show on the calendar grid and deselecting the checkbox hides them. (These options are automatically checked by default).



Viewing the Calendar Details

A user is able to hover over the calendar detail for a pop-up with more information and can click into the appointment for even further information. From the "Manage Appointment" screen a user would have the ability to edit, cancel, or delete an appointment if they were provided with those permissions by administrators.

A common question is to be able to see the student's name instead of the reason for advising. This is not currently an option but DePauw University has requested this in a future system update.

Manage Appointment

Clicking on the event will open the Manage Appointment dialog, allowing you to edit, cancel, or delete with the appropriate permissions.

"Delete Appointment" should only be used when it was created in error. If a student or advisor cancels the appointment, "Cancel Appointment" should be selected and the prompts should be followed.

If a student *does not show to the appointment*, it should be recorded as a "No Show" in the Advising Report.

MANAGE APPOINTMENT [X]

Advising

All Attendees ▾

- ⬇ S. Kilpatrick (Advisor)
- ⬇ Peter Coiro
- ⬇ Allie Irish

Appointment Details [edit]

When: Wed Sep 16, 2015
03:00 pm - 03:30 pm

Comments: None

Where: Academic Success Center

Course: N/A

Reason: Advising

Type: One Time Appointment

Cancel Appointment Delete Appointment Close

Integrating Your Calendar

The availability you set up within Campus dictates students' ability to schedule appointments with you. You will schedule appointments directly in the platform, so it is beneficial to sync your other appointments with SSC Campus. This ensures that your SSC Campus calendar will be blocked as "busy" when you have appointments scheduled on your google calendar. Similarly, your SSC Campus appointments will show as busy within your google email.

My Calendar

Calendar View List of Calendar Items Subscriptions

SUBSCRIPTIONS

- 📅 Setup Calendar Integration
Last updated at 07/15/2016 02:39 PM
- 📅 Setup Free/Busy Integration
No free/busy integrations yet
- 📅 Setup Exchange Calendar Integration
No exchange calendar integrations yet

Exchange Integration

Integrate Calendar Information From Exchange

Connect with Exchange

Disabled

Re-sync with Exchange

Exchange Mailbox
cmacfarl@ad.stetson.edu
Please verify this email is your Exchange mailbox.
Contact support if the email needs changing.

From your calendar icon, navigate to the "Subscriptions" tab and click on "Setup Calendar Integration"

On the next page, click on the "Google Calendar Integration" link.

You will be prompted to complete the sync by "Grades First"; Click "Allow"

Click on the "Calendar for Two-Way Sync" and select your Gmail address.

Click "Save and Update"

This should complete your calendar sync.

Note: You can leave blank the field for "Calendars for Free-Busy Sync".