



Advising Appointment Scheduler



Your Advising Appointment Scheduler is an online event calendar that enables you to announce available advising times to your advisees, and allows your advisees to schedule appointments with you.

This calendar lives in your “My Site” on the MyWSU portal. Once you set up your available appointment times, your advisees will be able to visit the public view of your “My Site” to schedule appointment times with you. (The example above is Wayne Wicka’s MySite location).

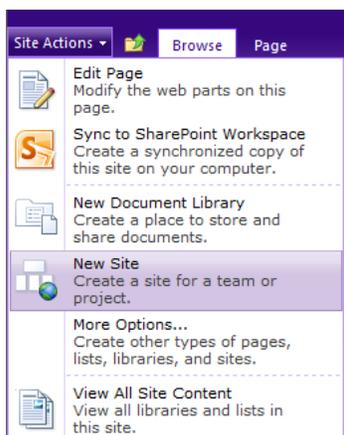
When an advisee schedules an appointment, a meeting request is automatically generated and sent to both of you. This way, you can keep your Outlook calendar up-to-date with your appointments that have been scheduled on the web just by accepting the meeting request.

Setting up your Calendar:

1. Open your web browser and log into your eHome at <https://mywsu.winona.edu>
2. Navigatate to your My Site by clicking on the “My Profile” button near the top right corner of your eHome page.
3. Then, on top of your My Site click on “My Content” tab.

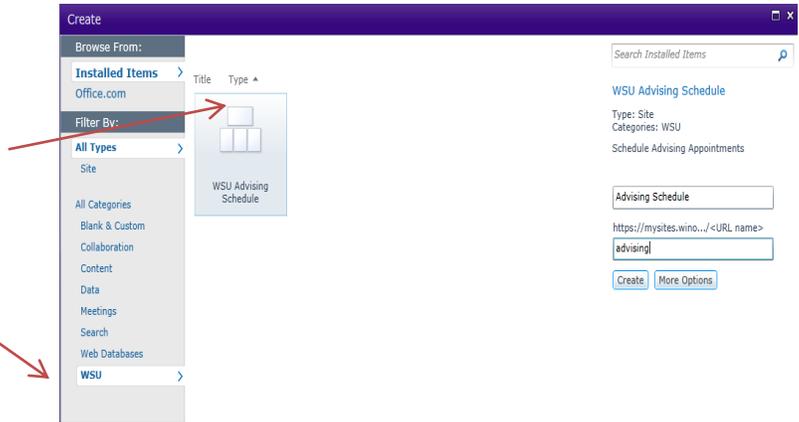


(If you have used the Advising Appointment Scheduler in the past you can skip steps 4-6 and continue on Page 3.)

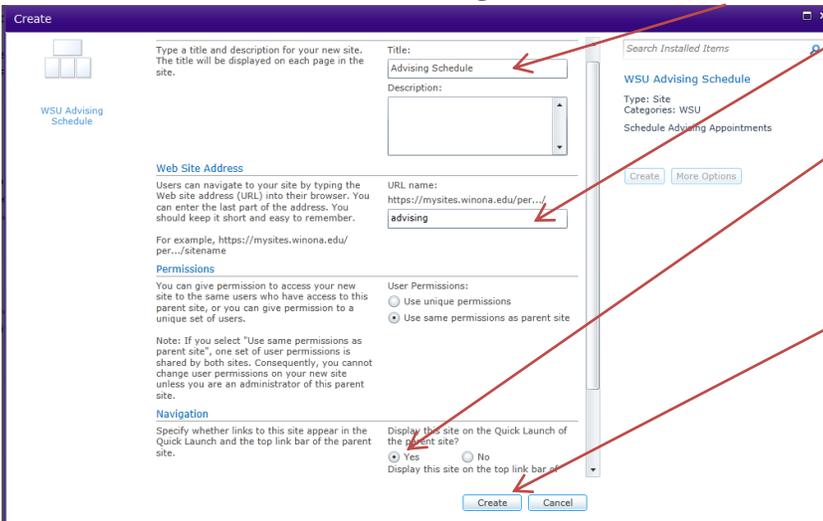


4.To create your Advising Appointment Scheduler, click on the “New Site” button from the “Site Actions” menu in your My Site.

5. From the Create page, click on “WSU” from the far left column. You should now see the WSU Advising Schedule. Click WSU Advising Schedule. Click More Options.



6. Enter **Advising Schedule** in the Title field.



Enter **advising** in the URL name text box. In the Navigation section click Yes to display this site on the Quick Launch of the parent site. Click “Create”

Creating a new appointment:

1. Open your Advising Appointment Scheduler site from your MySite.
2. From the “Advisor Menu”, click the “Add Times” button.
3. Fill out the form. Enter your building name and office number for the Location. Choose a Start and End date and time. Description can be left blank. When you are done filling out the form, click the “OK” button from the toolbar.
4. Your new item will now appear on your Advising Appointment Scheduler and will be available to your advisees.

Creating a series of appointments:

It may be necessary to create a series of appointments. For example you would like to create an appointment every starting every 30 minutes on Monday from 8am to 3pm.

1. Open your Advising Appointment site. Then, click on the “Add Series” link from the Advisor Menu.
2. The Start Time and End Time are when you want your series to begin and end. *Be sure to set the “Date and Time fields” or the series creation will fail. Note: Do only 1 day at a time when doing a Series of appointments; do not try to input multiple dates in a series or the scheduler will fill your calendar with erroneous appointments which you will have to delete one by one.

Title *

Location

Start Time * 2 PM

End Time * 2 PM

Interval * 30
 Specify your own value:

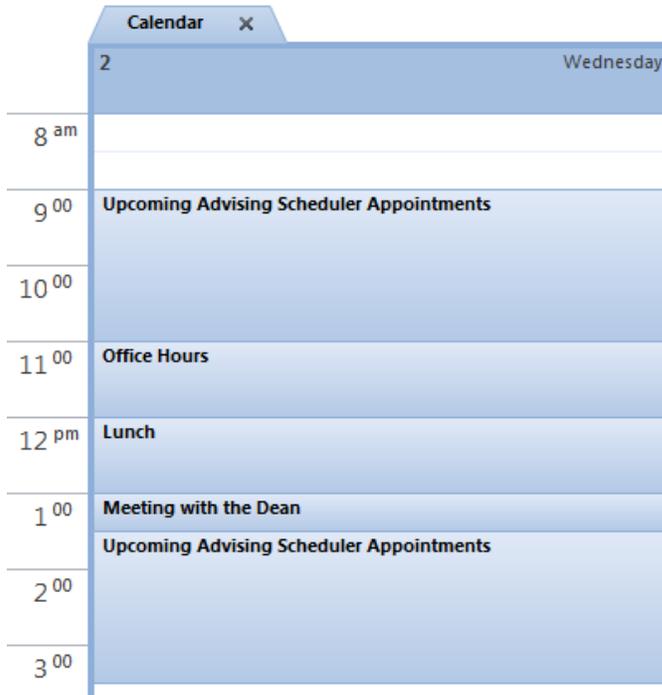
Interval for series appointments in minutes.

Description

3. Choose an Interval time for your meetings – the interval time represents the length of time you plan to meet with each advisee. The series creator will schedule as many appointments as it can to fill up the time defined by the Start and End Time relying on your choice of interval time. It will never create an appointment that goes beyond your End Time.
4. Type in your office location in the “Location” box. Type in any notes or reminders to your advisees in the “Description” box such as: bring your laptop, please have a list of possible courses you are thinking about enrolling in next semester, etc., etc.
5. When you are finished, click “Save”.

Next, go into your WSU email account. Block off the appointment times in your Outlook calendar so that the appointment times you made available in your Appointment Scheduler get reserved on your Outlook calendar (blocking your schedule will remind you of your upcoming Advising Appointment Scheduler appointments).

◀ ▶ November 02, 2011



Your appointments will begin to populate onto your Outlook calendar once students begin selecting appointment times on your appointment scheduler. In the example below, the 9:00 and 10:00 a.m. appointment times have been made but 9:30 and 10:30 a.m. appointments are still available for your other advisees to choose (inside each appointment will be the name of the advisee who has chosen the appointment time with you).

◀ ▶ November 02, 2011

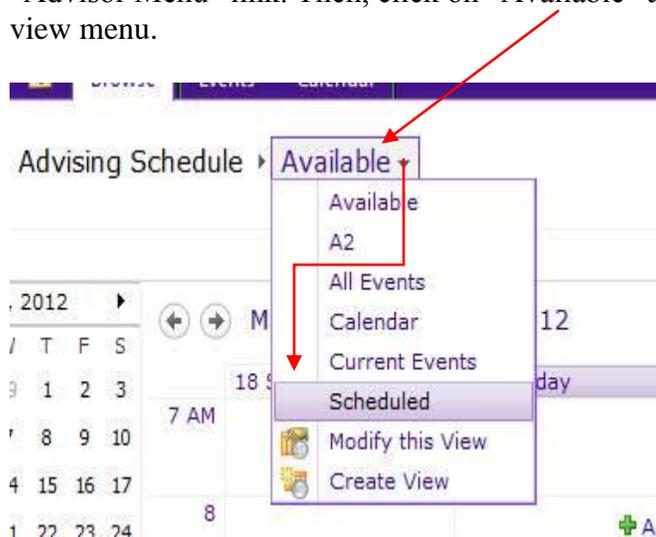


After Your Online Appointment Scheduler calendar is set up with available appointment times for your advisees:

1. Email either Wayne Wicka wwicka@winona.edu or Jean Bellman jbellman@winona.edu in Advising Services requesting an email notice be sent to your advisees that your electronic Appointment Scheduler has been set up following the appointment scheduler instructions.

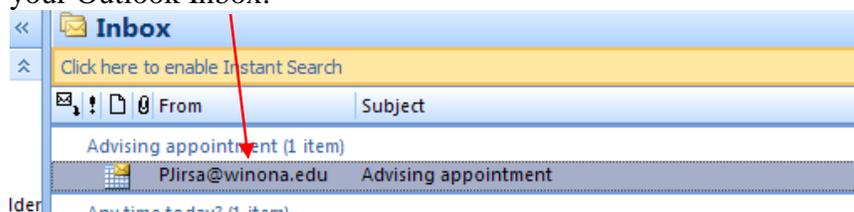
Viewing scheduled appointments:

1. Once an advisee has scheduled an appointment with you, the appointment no longer appears on your schedule homepage. That way, only available appointments are displayed to your advisees.
2. To view these appointments, open your Advising Appointment Site and click on the “Advisor Menu” link. Then, click on “Available” and select “Scheduled” from the view menu.



Accepting appointment requests:

1. When a student schedules an appointment with you, a meeting request will be sent to your Outlook Inbox.



2. When a meeting request arrives in your Inbox, open it and click the Accept (✓ Accept) button. This appointment will now appear in your Outlook Calendar and a confirmation notice will be sent to the advisee who scheduled the appointment.

If you need assistance, please contact Technical Support at 457-5240.