

Navigate @ LUC Training

Appointment Scheduling

NOTE: To read about scheduling appointments for others, please read the "Appointment Center" documentation



Assigned Students For Summer 2020

Actions	Student Name
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	n, Emily
<input type="checkbox"/>	Caroline
<input type="checkbox"/>	Aurora
<input type="checkbox"/>	eil
<input type="checkbox"/>	Chiriboga, Julian

Find the Student

Method (1) - From your homepage, click the checkbox next to the student you want, go to Actions menu and choose 'Send Message'

Fall 2020 [Search Box] ?

Method (2) - Search for the student by Name or LID in the Search box at the top right of the screen

Overview History Class Info Path Academic Plan More

Course Grade	0	Repeated Courses	0	Withdrawn Courses	0	Cumulative GPA	3.295
Total Credits Earned	62.00	Credits Completion % at this institution	100%				

Psychology
Bachelor of Science
College of Arts and Sciences

STUDENT ID: [Redacted]
CLASSIFICATION: Junior
MOST RECENT ENROLLMENT: Summer 2020

Staff Alerts 0

- I want to...
- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report on Appointment
- Create Requirement for Appointment
- Schedule an Appointment
- Add to Student List

Access the Student Profile

Click on the "Schedule an Appointment" link

Schedule Appointment

Home

Filters

Care Unit: Select a Care unit

Location: Please Select care unit to select location

Service: Select a location to select service

Course: [Search Box]

Comments: [Text Area]

Select a Date: July 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

People Attending (1)

- [Redacted] (Student)

Available Slots Left in Appointment (0)

Save Appointment Cancel

Choose appropriate appointment options

Select Care Unit, Location, and Service

Schedule Appointment



Filters

Care Unit: Advising

Location: First and Second Year Advising (Virtual)

Service: General Academic Advising

Course: [Search]

Comments: [Text Area]

People Attending (1)

Available Slots Left in Appointment (0)

Add an Attendee

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input type="radio"/>	[Redacted]	For: Appointments Mon-Fri 8:00am-9:00pm CT For: Drop-Ins Mon-Fri 8:00am-9:00pm CT (Summer 2020) For: Appointments Wed 11:00am-12:00pm CT (July 15, 2020 - July 15, 2020)
<input type="radio"/>	[Redacted]	For: Appointments Mon-Fri 8:00am-9:00pm CT

Select yourself from the list of organizers.

Select a Date

July 2020

Su	1	2	3	4	5	6
Mo	7	8	9	10	11	12
Tu	13	14	15	16	17	18
We	19	20	21	22	23	24
Th	25	26	27	28	29	30
Fr	31					
Sa						

Reminders

- Send a mail reminder to the organizer attendees?
- Send a Email reminder to non-organizer attendees?
- Send a text reminder to the organizer attendees?
- Send a text reminder to non-organizer attendees?

Choose A Time To Meet

Length: 30 min

Time Slot

TIME SLOT	07/19 (SUN)	07/20 (MON)	07/21 (TUE)	07/22 (WED)	07/23 (THU)	07/24 (FRI)	07/25 (SAT)
6:00am - 6:30am CT							
6:30am - 7:00am CT							
7:00am - 7:30am CT							
7:30am - 8:00am CT							
8:00am - 8:30am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30am - 9:00am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am - 9:30am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30am - 10:00am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am - 10:30am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30am - 11:00am CT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the date, the length of the appointment, the timeslot, and reminder options.

Save Appointment Cancel

Click the Save Appointment button

[Redacted] (staff)

Assigned Students Availabilities Appointments Conversations Calendar

Upcoming Appointments

Care Unit: All care units

Actions	DATE	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1	07/21/2020 8:00am - 8:30am CT	[Redacted]	8:00am - 8:30am CT	General Academic Advising	Not Yet	Details

This appointment now shows up in your Upcoming Appointments.

If you have gone thru the steps to sync your Outlook calendar, the appointment also appears there.

Appointment Scheduled

An appointment has been scheduled for 07/21/2020 8:00am - 8:30am CT. Details are included below.

The student will receive a notification email.

Additional Details

Go to this URL!

The details here come from your Availability settings.

Attendees	[Redacted]	Location	First and Second Year Advising (Virtual)
Organizer	[Redacted]	Date of Appointment	07/21/2020
Topic	General Academic Advising	Time	8:00am - 8:30am CT
Comments	N/A		

Need help? Email navigate@luc.edu