

SETTING UP AVAILABILITY CONTENT

ADDING AVAILABILITY

Your availability content allows students to schedule specific times to meet with you. Managing your availability content allows you to better control your allotted time slots, meeting locations, and scheduled appointments.

- From your [Staff Home screen](#), click on the [My Availability](#) tab.
- To add availability for students to meet with you, click on the [Actions](#) menu and [Add Time](#). On the [Add Availability menu](#) you can set up your availability using a variety of constraints. Please refer to the steps on the next page.

1. From your [Staff Home screen](#), click on the [My Availability](#) tab.

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Additional training and videos can be found on Blackboard.

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ADDING AVAILABILITY

- 1.** Choose the specific days for your availability.
- 2.** Define the time you want to have open.
If you start at 8:00 a.m. and your appointments are 30 minutes in length, they will be 8, 8:30, 9, and so on. If you start your availability at 9:45, they would be 9:45, 10:15, etc.)
- 3.** Choose the duration the availability will last from the options given. It's recommended to use the [Range of Dates](#) option as it will allow you to choose specific dates for the start/end times.
- 4.** Select the type of availability. For most this would simply be [Appointments](#).
- 5.** Choose your [Care Unit](#). For academic advisors, this is your school/college.
- 6.** Select the [Location](#) where you will be meeting with students for this availability.
- 7.** Choose the [Student Service](#) you will be providing.
- 8.** The [Special Instructions for Student](#) section is available to leave a particular message for this student.
For example, you may want to recommend for a student to bring something to the meeting, prepare ahead of time, or you may specify your office location for the meeting.
- 9.** Click [Save](#) and your availability has been added!

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The screenshot shows the 'ADD AVAILABILITY' dialog box. Step 1 points to the days of the week selector. Step 2 points to the time range input fields. Step 3 points to the duration dropdown. Step 4 points to the 'Appointments' tab. Step 5 points to the Care Unit dropdown. Step 6 points to the Location dropdown. Step 7 points to the Services dropdown. Step 8 points to the 'Special Instructions for Student' rich text editor. Step 9 points to the 'Save' button.



MANAGING AVAILABLE TIMES

You can make edits to your availability at any time. If you see any availability blocked in red, this indicates that appointment availability is in the future.

1. Click the [Edit](#) link.
2. Refer to [Page 2](#) of this guide.

The screenshot shows the Advisor Home interface. On the left, there's a vertical toolbar with icons for Home, Email, Calendar, and other functions. The main area has tabs for 'Business', 'Viewing Appointments', 'My Availability' (which is selected), and 'Viewing Details'. Below these tabs is a 'Find Appointment Candidates' search bar. The central part of the screen displays a table titled 'Times Available' with columns for 'Actions', 'SELECT', 'DAYS OF WEEK', 'TIME', 'DATES', 'LOCATION', and 'SUBJECT'. There are five rows of data, each with a red box around the 'Actions' column. The first row is for 'M-F, Tu, W-Th, F 9:00-12:00pm' on 'December 18, 2018-Fr December 25, 2018'. The second row is for 'M-F, Tu, W-Th, F 9:00-12:00pm' on 'November 21, 2018-Fr December 16, 2018'. The third row is for 'M-F, Tu, W-Th, F 10:00-4:45pm' on 'November 21, 2018-Fr December 16, 2018'. The fourth row is for 'M-F, Tu, W-Th, F 10:00-4:45pm' on 'October 22, 2018-Fr October 26, 2018'. The fifth row is for 'M-F, Tu, W-Th, F 9:00-12:00pm' on 'October 21, 2018-Fr November 15, 2018'. To the right of the table is a sidebar with sections for 'Actions', 'Quick Links', and 'Upcoming Appointments'. The 'Actions' section includes links for 'Create New...', 'Insert An Alert...', and 'Edit'. The 'Quick Links' section includes links for 'Schedule General Event', 'Appointment Campaign', 'Related Information', and 'Download Center for Reports'. The 'Upcoming Appointments' section says 'You have no upcoming appointments.'

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