

Using WASE to schedule Tutoring Sessions

In addition to scheduling office hours and advising appointments, WASE is specifically designed to support the scheduling of tutoring sessions. Using WASE you can:

Create one or more “tutoring” calendars:

- Each such calendar has a title, which can be something like “English language tutoring” or “Calculus Tutoring”, or whatever you want.
- Each calendar has a unique URL which can be advertised to students, OR, students can look up the calendar when they login to WASE and search using any part of the calendar title (or calendar owner netid or name).
- Each calendar has an owner who has complete authority over the calendar.
- Each calendar can have zero or more “managers”, staff who act on the owner’s behalf.
- Each calendar can have zero or more “members”, faculty or grad students or staff who make themselves available for tutoring appointments on the calendar (in addition to, or instead of, the owner).

Calendar owners and members schedule “blocks” of availability on a calendar

- The owner or any member can add blocks of availability to the calendar --- times when they are available for tutoring sessions (called “blocks”).
- Managers can act on the owners or members behalf to schedule blocks.
- Blocks can be one-time or recurring (e.g., every Tuesday from 3-4pm).
- When making recurring blocks, WASE follows the academic calendar (so you can create recurring blocks that are only scheduled on teaching days, for example).
- Blocks can be divided into appointment slots, or left as a single first-come, first-served block.
- Deadlines can be set for making and cancelling appointments in a block.
- Appointment making can be restricted by course enrollment, userid, group membership, or left open either to anyone at Princeton, or anyone at all (guests are optionally supported).
- Block owners, managers and appointment makers can receive email notifications and reminders of appointments, if they wish.
- Block owners, managers and appointment makers can have blocks and appointments synced to their Google or Exchange calendars.
- When blocks or appointments are cancelled, WASE sends email notifications to all affected users.
- When a block is cancelled, all appointments in the block are cancelled (with email notifications that includes any text specified by the block owner).
- Each block has its own unique URL, so students can be directed to a specific block, if desired.

- Generic “members” can be added to support the making of appointments with one of a group of unspecified people.
- A calendar can optionally have a “wait list” – this allows students who do not find a suitable appointment slot to indicate that they want to make an appointment.

Students make their own appointments

- Students search for the tutoring calendar (or access it directly using its URL), find a block of available time, and directly schedule an appointment in the system.
- Students can only make an appointment in an available block on the calendar.
- If the block owner has set restrictions, students can only make appointments if they meet the restrictions.
- Block owners and managers can add appointments on a student’s behalf, and can override any specified restrictions.
- If the calendar supports a wait list, and the student does not find a suitable available time, they can add their names to the wait list.
- When blocks are added to a calendar, students on the wait list are automatically notified.
- Students receive email notifications and reminders of their appointments (if they wish), and can have those appointments synced to their Google (or Exchange) calendars.
- When a student makes an appointment, they are making it with either the calendar owner or a specific or generic calendar member.
- When students make an appointment, they can specify a “purpose” for the appointment; this can be made a required part of the appointment-making process.

Users can see, cancel, and edit their appointments

- Block owners, managers and students can see their appointments in WASE.
- Unless a deadline has been set and passed, students can cancel their appointments, or edit them (change to a different available time slot).
- List of appointments can be exported to a spreadsheet.
- Appointment lists can be filtered by various criteria.
- Notifications are (optionally) sent when an appointment is made or edited or cancelled.
- Notifications go out by email or by text msg (as desired by the user).
- Users can have their blocks (for block owners) and appointments synced into their Google or Exchange calendar.

