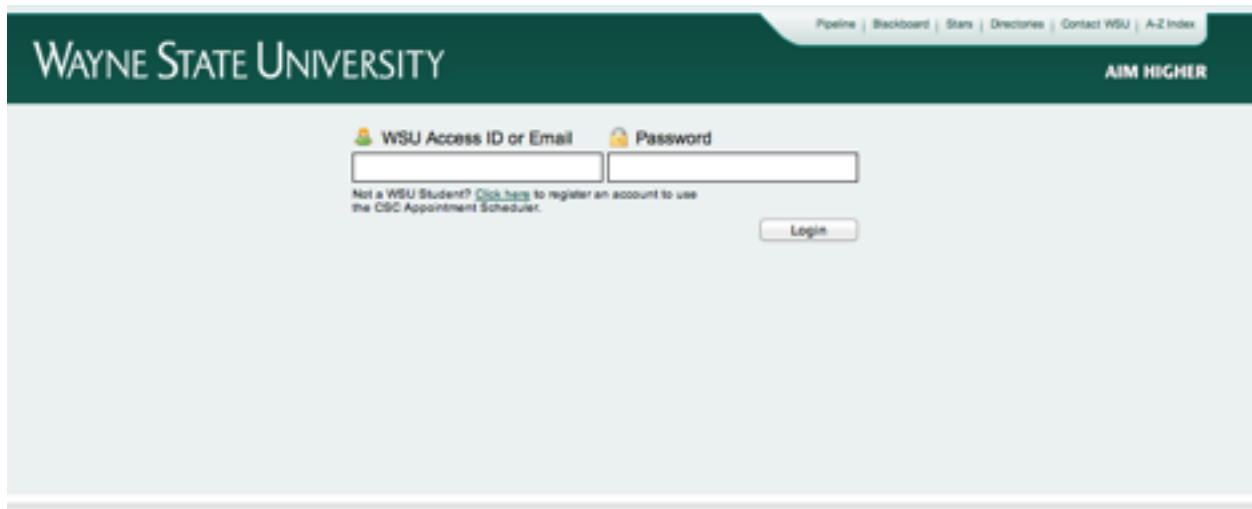


## Advisor Guide - WSU CSC Appointment Scheduler

A) Appointments	Page 2
B) Calendar	Page 3
C) Availability	Page 3
D) Personal Information	Page 4
E) Reasons	Page 5

Once you log in with your WSU Access ID and Password, you will be presented with a screen that looks like the image below. There will be a menu on the left hand side which can be used to navigate throughout the application.



The screenshot shows the login page for the WSU CSC Appointment Scheduler. At the top, there is a dark green header with the Wayne State University logo on the left and navigation links (Pipeline, Blackboard, Stars, Directories, Contact WSU, A-Z Index) on the right. Below the header, the main content area is light gray. It features two input fields: "WSU Access ID or Email" and "Password". Below these fields is a link that says "Not a WSU Student? Click here to register an account to use the CSC Appointment Scheduler." and a "Login" button.



The screenshot shows the dashboard after logging in. It has the same header as the login page. On the left side, there is a vertical menu with the following items: "Welcome, --", "Home", "View Today's Appointments", "View This Week's Appointments", "Calendar", "Update Default Availability", "Update Personal Information", "Update Reasons", "Help", and "Logout". The main content area is currently empty.

The first items on the menu are “View Today’s Appointments” and “View this Week’s Appointments”, these items will display a report of all appointments scheduled either today or this week.

	Student	Major	Standing	Date	Time	Reason	Info
<input type="checkbox"/>	Test3 User (ad7893@wayne.edu)	BA - Computer Science	Sophomore	Tue April 23, 2013	12:30 PM	Course Scheduling Planning	Cancelled
<input type="checkbox"/>	Mariam Mohamed (mmohamed1092@gmail.com)	BA - Computer Science	Sophomore	Fri April 26, 2013	8:00 AM	Course Scheduling Planning	
<input type="checkbox"/>	Mariam Mohamed (mmohamed1092@gmail.com)	BS - Computer Science	Freshmen	Wed April 24, 2013	8:00 AM	SAP Appeal	

Next on the navigation menu is Calendar. The Calendar allows you to view appointments for any date or update your availability for a specific date. When viewing appointments, you have all the same features (cancel, send reminders, etc) as you would have when “Viewing Today’s Appointments” (as explained above).

## B) Calendar

By default, the Calendar will present you with your appointments for the current date.

As you can see below, the Calendar displays two buttons for each date. The top red button allows you to view your availability for that date. The blue button below allows you to view appointments for that date.

Once the availability/appointments are displayed below the Calendar, you can then continue to use the functionality available for updating your availability or cancelling, sending reminders, etc for appointments.

Wayne State University

AIM HIGHER

Home

View Today's Appointments

View This Week's Appointments

Calendar

Update Default Availability

Update Personal Information

Update Reasons

Help

Login

Mar April 2013 May

Sun Mon Tue Wed Thu Fri Sat

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 26 27 28 29 30

View appointments / send reminders for day

Update availability for day

View appointments / send reminders for day

Show Cancelled Hide Cancelled Check All Un-Check All

Mark No Show Cancel Send Reminders

Student	Major	Standing	Date	Time	Reason	Info
Test3-User (uc7893@wayne.edu)	BA--Computer Science	Sophomore	Tue-April 23-2013	12:30 PM	Course Scheduling Planning	Cancelled

## C) Availability

Click on 'Update Availability' on the menu to update your default availability. The default availability will be used when you do not set your availability for a specific date using the calendar.

8:00 AM Available

8:30 AM Available

9:00 AM Available

9:30 AM Available

10:00 AM Available

10:30 AM Available

11:00 AM Available

11:30 AM Not Available

12:00 PM Available

12:30 PM Available

1:00 PM Available

1:30 PM Available

2:00 PM Available

2:30 PM Not Available

3:00 PM Not Available

3:30 PM Not Available

Save

## D) Personal Information / Settings

Click on 'Update Personal Information' to update your information and preferences. As you can see in the image below, you can update your Location and Phone Number which are provided to students once they schedule an appointment with you.

You can also set your preferences for the limitations for cancelling and not showing up to appointments.

Set the number of hours before their appointment students are allowed to cancel.  
Set the number of appointments students are allowed to cancel or miss before they are not allowed to use this system to schedule appointments. (Note: only cancellations by students will count against them.)

The screenshot shows the 'Update Personal Information' form on the Wayne State University website. The header includes the university name and navigation links. A sidebar on the left contains links like 'Home', 'View Today's Appointments', and 'Update Personal Information'. The main form area contains fields for personal details and appointment preferences.

The following information will be provided to students after they schedule an appointment.	
First Name	<input type="text" value="Mariam"/>
Last Name	<input type="text" value="Mohamed"/>
Email	<input type="text" value="sf2558@wayne.edu"/>
Location	<input type="text" value="Macabee 123456"/>
Phone Number	<input type="text" value="1134042463"/>
Format	<input type="text" value="xxxxxxxx"/>
Allow students to cancel an appointment	<input type="text" value="24"/> hours before their appointment.
Allow students to cancel a max of	<input type="text" value="3"/> appointments before disabling their ability to schedule an appointment.
Allow students to miss a max of	<input type="text" value="2"/> appointments before disabling their ability to schedule an appointment.
<input type="button" value="Save"/>	

## E) Reasons

When scheduling an appointments, students are presented with a list of reasons to select from. This list can be dynamically modified to remove items, add items and update items. For each reason, you can add a description that will be displayed to the student after they schedule an appointment for that reason.

As you can see below, once you click on “Update Reasons”, you will be presented with all the reasons currently available to students. To add a new one, you would simply add a title in the short field and description in the larger field and click on ‘Add’.

The screenshot shows the Wayne State University website header with the logo and navigation links. Below the header is a sidebar menu with options: Welcome, --, Home, View Today's Appointments, View This Week's Appointments, Calendar, Update Default Availability, Update Personal Information, Update Reasons, Help, and Logout. The main content area is titled 'To add a new reason, enter the short description / feedback for the reason below and click on 'Add''. It contains two text input fields: a short one for the title and a larger one for the description. Below the fields is an 'Add' button. A link 'Click here to view available reasons that students can choose from. Edit the description and/or feedback and click on 'Save'. Click on 'Delete' to remove the reason from the available selections.' is also present.

To view the reasons currently available for students to choose from, click on the link below the form. You will then see all the reasons as shown below. Here you can update or delete any of the reasons.

The screenshot shows the 'View Reasons' page. It features a sidebar menu with options: View Today's Appointments, View This Week's Appointments, Calendar, Update Default Availability, Update Personal Information, Update Reasons, Help, and Logout. The main content area displays a list of reasons. Each reason entry consists of a short title field, a larger description field, and 'Delete' and 'Save' buttons. The reasons listed are: 'Academic Difficulty' with the description 'Please come prepared! Hello's', 'SAP Appeal' with the description 'Bring SAP forms filled with you to the appointment.', 'Course Scheduling Planning', and 'Graduation Audit'.