How to Launch the Appointment Center

1. In the bottom right-hand corner of the screen, click on Additional Modes. Select Appointment Center.

2. Click on your Appointment Center location.

Choose Appointment Center Location

<table>
<thead>
<tr>
<th>Available Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 Millstein Library</td>
</tr>
<tr>
<td>200 William Pitt Union</td>
</tr>
<tr>
<td>208 Thackeray Hall - Advising Center</td>
</tr>
<tr>
<td>ASC G-16 Owen Library</td>
</tr>
<tr>
<td>McCaul Center (1400 Posvar Hall)</td>
</tr>
<tr>
<td>School of Nursing</td>
</tr>
</tbody>
</table>

3. You now can see the Appointment Center for your location including advisors who are available for appointments today.

Study Lab - G-1 GSCC

Scheduling Grid

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Refreshed Today 02:57 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2019</td>
<td>8:00AM</td>
<td>5:00PM</td>
<td></td>
</tr>
</tbody>
</table>

Care Unit: Advising
Service: All Services
Staff: All Staff

Find First Available?

Appointment Schedule For Friday, July 12, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Advisor</th>
<th>Drop In</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 AM</td>
<td>Amanda Brodish</td>
<td></td>
<td>Study Skills Inventory</td>
</tr>
<tr>
<td>9 AM</td>
<td>Jill Harvey</td>
<td>Mary Napoli</td>
<td></td>
</tr>
</tbody>
</table>
How to Use Your Appointment Center

Change the way you view the appointments

1. The default to view your appointments is a vertical grid.

2. To change to a horizontal view, click on the Orientation drop down and select Horizontal.
3. Now you can view your appointments horizontally. This can be easier to view a larger group of Advisors.

Please note:
Currently there is no way to make this change the default.

<table>
<thead>
<tr>
<th>Time</th>
<th>Amanda Brodish</th>
<th>Jill Harvey</th>
<th>Mary Napoli</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 AM</td>
<td>Drop In</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 AM</td>
<td>Study Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 AM</td>
<td></td>
<td></td>
<td>Academic C...</td>
</tr>
</tbody>
</table>

Change the way the names of appointments are displayed
The default display name on your appointment is the name of your Service. To change the name that is displayed on the appointment to the name of the student, click the Display Name drop down and select Attendee. Now the name of the student will show up in their appointment slot rather than their Appointment type.
Change the date you are viewing
To make an appointment on a different date, click on the Date field under the Scheduling Grid. Select the date you want to make an appointment on in the calendar. Follow the instructions on how to schedule an appointment.

Change the start and end time of the Scheduling Grid
The default appointment times in Pathways is from 8am-5pm. Many offices are open during different hours. To change the time, simply click on the drop down menus called Start Time and End Time to change the time you see in your grid.

Please note: Currently there is no way to make any of these changes the default.
How to Check In a Student for a Scheduled Appointment

Manual Check-In

Using Scheduling Grid

1. Click on the appointment

2. Click on Check in Appointment.

3. Click the blue check in button.

4. A notification will be sent to the Advisor to let them know their student is here for their appointment.
Using Scheduled Appointments

1. Use the Scheduling Grid drop down to select Scheduled Appointments

2. Under Upcoming Appointments, click the box next to the student who needs checked in.

3. Use the Actions drop down to select Check In. This will send a notification to the advisor that the student has arrived for their appointment.
How to Schedule an Appointment
Appointment Center

1. In the grid of the chosen advisor, click on the time that you want to schedule the appointment.

   ![Appointment Schedule For Tuesday, July 16, 2019](image)

   - Amanda Brodich
   - Mary Napoli
   - Jessica Watson

<table>
<thead>
<tr>
<th>Time</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 AM</td>
<td>ENGR-Academic Advising - 1s...</td>
</tr>
<tr>
<td>9 AM</td>
<td>Staff Available for Appointment</td>
</tr>
<tr>
<td>10 AM</td>
<td>Drop In</td>
</tr>
</tbody>
</table>

2. Click the Service or type of appointment that you want to schedule. If the appointment that you are looking for isn’t in the drop down, that advisor hasn’t made themselves available for that appointment.

3. Search for the student’s name.

4. Select the reminders that you want to set up for the organizer and attendee.

5. Click Create Appointment.
How to Cancel an Appointment
Appointment Center

1. Hover over the appointment you want to cancel on the Scheduling Grid. A snapshot of the appointment appears. Click Cancel.

2. Select who wants to cancel the appointment and the reason for the cancelation from the drop down menus. Click Cancel Appointment.
How to Search for a Student

1. Under the name of the location, type the student’s name into the box and hit enter.

2. After selecting the student, you will see limited information about that student and given a few action options.

3. The only information you have on a student is their PeopleSoft number, email, advisors, and major.

   You will be able to Schedule a General Event which is an appointment.

   You will be able to send a message to the student.

   You will be able to Add to Staff Queue which is a Drop In appointment.
How to Schedule a General Event

1. Under the name of the location, type the student’s name into the box and hit enter.

2. After selecting the student, click on Schedule a General Event.
3. **Schedule Appointment**

- **Filters**
  - Care Unit: Select a Care unit
  - Location: Please select care unit to select location
  - Service: Select a location to select service
  - Course

- **People Attending (1)**
  - Add Nicholas (Student)
  - Available Slots Left In Appointment (0)

- **Select a Date**
  - January 2019
  - Calendar

- **Save Appointment**
  - Cancel

- **Select Advising in Care Unit**
- **Set location meeting in Location**
- **Choose type of appointment in Service**
- **If appropriate, select the Course if needed**
- **If desired, Comments could be added**

4. **Click the radial button next to your name as the organizer.**

**Select An Organizer**

<table>
<thead>
<tr>
<th>SELECT</th>
<th>ORGANIZER</th>
<th>AVAILABLE TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kemp, Alice</td>
<td></td>
</tr>
</tbody>
</table>
5. After an organizer is selected, a scheduler will appear that has both the availability of the advisor and any conflicts with the student’s schedule. If an appointment is available, that appointment will display with a small green box that will need to be checked to select it.

6. Click Save Appointment

![Scheduler interface with time slots and availability conflicts]

Choose A Time To Meet

[Selections for time slots and availability conflicts]

Save Appointment  Cancel
How to Add a Student to a Staff Queue
Drop In Appointments

1. Under the name of the location, type the student’s name into the box and hit enter.

2. After selecting the student, click on Add to Staff Queue.
3. Select the Staff (Organizer) and the Service. You can also add a comment for the advisor. Once finished, click Add to Staff Queue. The student will be added to the staff member’s queue and the staff member will be notified.

Please note: If Drop In hours are not currently happening, you cannot add a student to the advisor’s queue.