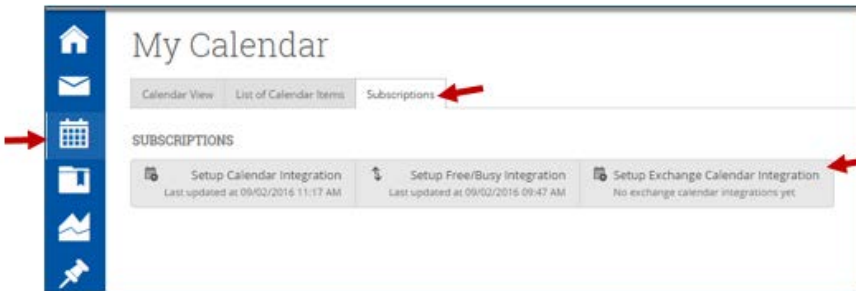


# SSC: Using SSC for Appointment Scheduling

Prerequisite(s): Advisor role in Banner (SIAINST) to activate SSC Advisor role.  
Outlook Exchange calendar.  
General knowledge of SSC navigation.

## 1 Sync Outlook Calendar and SSC Calendar

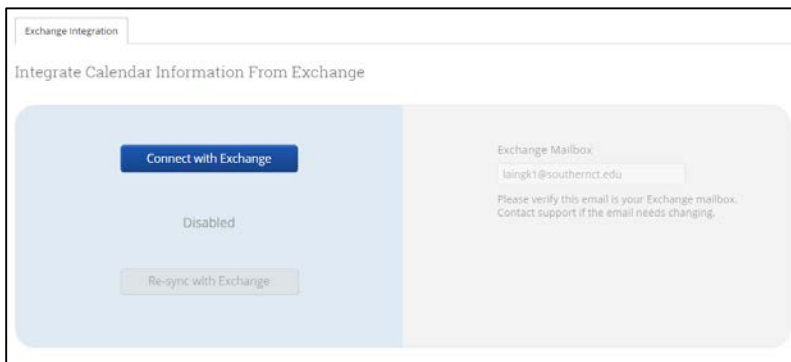


Click the 'Calendar' icon in the navigation bar;



Select the 'Subscriptions' tab;

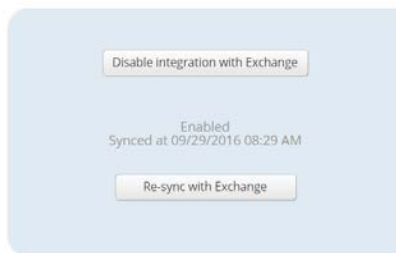
Click 'Setup Exchange Calendar Integration'.



Visually verify the correct 'Exchange Mailbox' is listed.

Click 'Connect with Exchange' button.

The initial sync will take approximately 10 minutes; after which any changes to either calendar are updated within seconds.



When the initial sync is complete, there will be an 'Enabled' confirmation.

Appointments from Outlook to SSC will not include any details in SSC. The time will only show 'Busy'.  
Appointments from SSC to Outlook will include details in Outlook.

### HINTS:

**FOR TIMES YOU WANT TO SHOW AS 'BUSY' ON YOUR SSC CALENDAR, MAKE SURE THEY ARE MARKED AS 'BUSY' IN YOUR OUTLOOK CALENDAR. FOR EXAMPLE: LUNCH; OR TRAVEL TIME FROM ONE MEETING TO ANOTHER.**

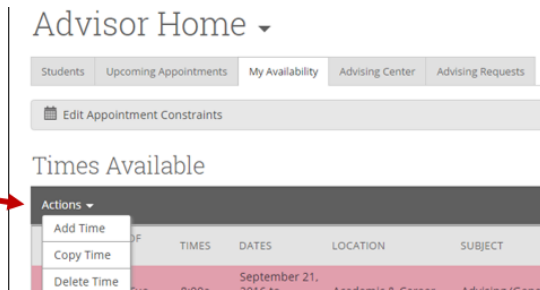
# SSC: Using SSC for Appointment Scheduling

## 2 Setup Your Availability

Advisor Home – Go to ‘My Availability’ tab.



Click ‘Edit Appointment Constraints’  
Verify that ‘Require available times for students’ is checked. This must be on.



Select ‘Add Time’ from the Action drop-down menu.

Three Types of Availabilities:

Drop-ins: This is helpful if the department secretary has a student drop-in and he/she needs to know who is available.

Appointments: These could be your office hours. This is useful if a student contacts you or the department in advance to make an appointment.

Campaigns: Email invitation sent to a selected group of students to schedule an appointment. The email includes a link to schedule.

Duration: For what period of time are you setting the availability: Term, Range of Dates, Forever

Location: Department. Not physical location.

Student Services: Only services that are set-up to be offered in the location selected are available for selection. Currently most locations have two options listed: Advising (General) or Registration Advising (AltPIN)

Details: Instructions for students. For example: Report in at the Department Office (Bldg. Room). Bring copy of degree evaluation; or My office is located in [Bldg. Room].

# SSC: Using SSC for Appointment Scheduling

## 3 Send Email Invitation to Select Group of Students ('Advising Appointment Campaign')

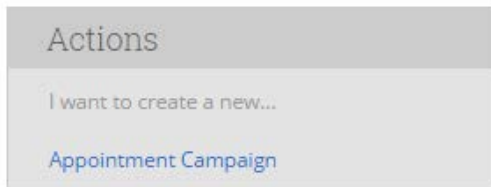
**Warning:** It is highly recommended that you sync your Outlook calendar prior to sending out an Email invitation (Advising Appointment Campaign).



Click the Campaigns icon on the navigation toolbar.

### A. Creating and Defining the Campaign

Click the 'Appointment Campaign' link under Actions on the right.



Define Campaign

Campaign Name: <input type="text" value="Spring 2017 Registration"/>	Begin Date: <input type="text" value="09/29/2016"/>	End Date: <input type="text" value="11/30/2016"/>
Campaign Type: <input type="text" value="Advising"/>	Appointment Length: <input type="text" value="15 min"/>	
Slots Per Time: <input type="text" value="1"/>	Appointment Limit: <input type="text" value="1"/>	
Course or Reason: <input type="text" value="Registration Advising (AltPIN)"/>	Location: <input type="text" value="Interdisciplinary Studies"/>	

**Name:** brief and descriptive

**Type:** Advising

**Slots Per Time:** increase for group advising sessions.

**Reason:** Do not select a reason that is not already set-up as a service in your department ("Location"). The two most common for now are 'Advising (General)' and 'Registration Advising (AltPIN)'

**'Begin Date' and 'End Date':** The dates between which students can make appointments for this invitation.

**Appointment Length:** If you want to have 5 minutes after each appointment to complete an Advising Report in SSC, increase the Appointment Length by 5 minutes.

**Appointment Limit:** The number of appointments students can make using the link in the email invitation.

**Location:** select department, not physical location.

Click 'Continue' button.

# SSC: Using SSC for Appointment Scheduling

## B. Add Students to the Campaign

Click the arrow to indicate your selection:



Invite All My Assigned Students: A list of students for whom you are the assigned advisor in Banner. To remove any students from the list for this invitation, select the checkbox next to the student's name; from the 'Action' drop-down menu, select 'Remove Selected'. Click 'Continue'.

Advanced Search: Set your Advanced Search Parameters. Click 'Search'.

From the results, select the students you want to include. Click the 'ALL' checkbox to add all of the search results to the invitation. Click 'Continue'

Review list of students. To remove a student, click the checkbox for that student and from the 'Actions' drop-down, select 'Remove Selected Student'. Click 'Continue'

## C. Add Advisors to the Campaign

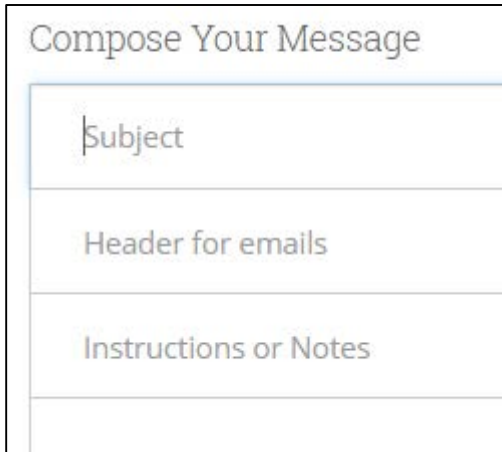
The only advisor(s) visible are those for with 'Campaign Availability' defined in their available times in SSC and for which you have the permission to include in a campaign. To include advisors with 'Appointment Availability' in the list, select the 'Include Appointment Availabilities' checkbox. Note: It may be selected by default.



Select the checkbox next to the name of the advisor to include. Click 'Continue'.

# SSC: Using SSC for Appointment Scheduling

## D. Compose and Send the Email



Compose Your Message

Subject

Header for emails

Instructions or Notes

**Subject of the Email:** brief but descriptive.

**Header for Emails:** When the student opens the email, this will be the prominent heading.

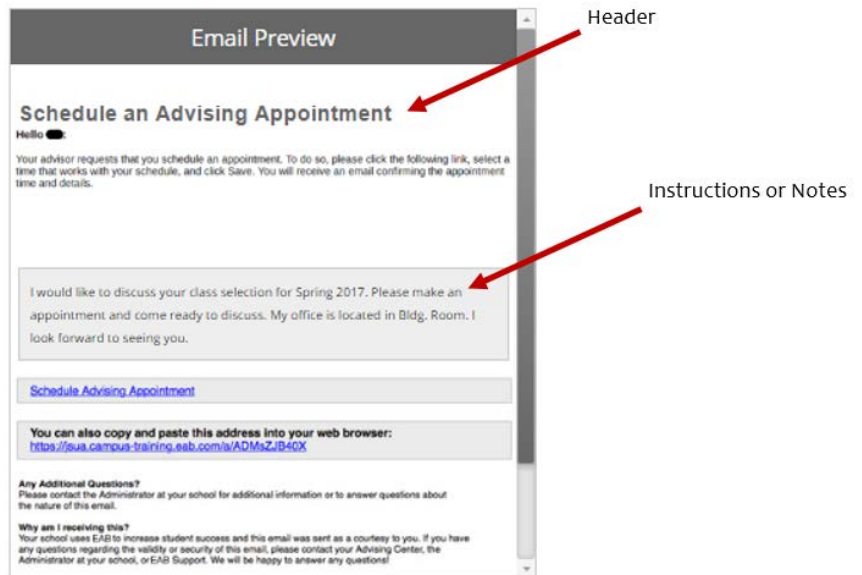
**Instructions or Notes:** This is an opportunity to enter a note from you. Example: Please check-in with the department secretary upon arrival. Be ready to discuss the classes you would like to take next semester. I look forward to meeting with you.

Example: Please come to my office in [Bldg. Room] to talk about your academic career here at Southern.

The Instructions or Notes will appear much larger and more prominent than the generic instruction.

**NOTE: AN EMAIL PREVIEW AT THE BOTTOM OF THE SCREEN SHOWS HOW THE ENTRIES WILL APPEAR.**

Click 'Continue'. Click 'Send'.



Email Preview

**Schedule an Advising Appointment**

Hello [Name]

Your advisor requests that you schedule an appointment. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

I would like to discuss your class selection for Spring 2017. Please make an appointment and come ready to discuss. My office is located in Bldg. Room. I look forward to seeing you.

[Schedule Advising Appointment](#)

You can also copy and paste this address into your web browser:  
<https://seu.campus-training.eeb.com/ADMsZuB40X>

**Any Additional Questions?**  
Please contact the Administrator at your school for additional information or to answer questions about the nature of this email.

**Why am I receiving this?**  
Your school uses EAB to increase student success and this email was sent as a courtesy to you. If you have any questions regarding the validity or security of this email, please contact your Advising Center, the Administrator at your school, or EAB Support. We will be happy to answer any questions!

Header

Instructions or Notes

## Student View from Link in Email



I would like to discuss your class selection for Spring 2017. Please make an appointment and come ready to discuss. My office is located in Bldg. Room. I look forward to seeing you.

**Choose A Day**

July 2014

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

**Choose A Time**

Wed, Jul 09

3:50pm

4:00pm

4:10pm

**Comments**

Is there anything specific you would like to discuss?

Comments...

You will be sent an email reminder to the morning of your appointment.