

BoilerConnect – Appointment Availability

Overview:

Availability allows staff to indicate the days, times, locations, services and meeting type for which they are available to meet with students. Staff can choose whether the availability active duration is for a specific term, a specific set of dates, or forever. Staff can set availability for appointment scheduling, drop-in visits, and/or appointment campaign purposes.

Adding Time

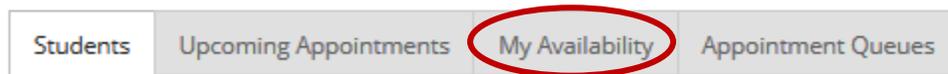
Step 1 – Log in:

Log in to www.purdue.edu/boilerconnect.

Step 2 – Navigate to the My Availability tab:

After logging in, you will be taken to your Advisor Home screen. Click on the **My Availability** tab to establish your availability.

Staff Home ▼



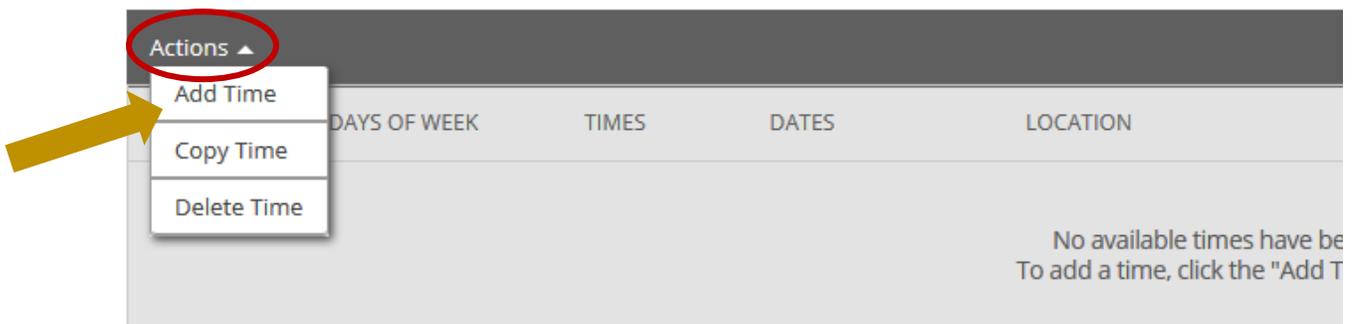
Step 3:

Click on **Actions** and choose **Add Time**.

Staff Home



Available Times



A pop-up box will appear, where you will set up your personal appointment availability.

Step 4:
Set up your appointment availability.

The screenshot shows a web form titled "ADD AVAILABILITY". The form is divided into several sections:

- When are you available to meet?**: Includes a day selector (Mon-Sun), "From" and "To" time pickers (8:00am to 5:00pm), and a note that times are in Eastern Time.
- How long is this availability active?**: A dropdown menu with "Please select a duration".
- Add to your personal availability link?**: A checkbox labeled "Add this availability to your personal availability link?".
- What type of availability is this?**: Three buttons: "Appointments", "Drop-ins", and "Campaigns".
- Meeting Type**: A dropdown menu with "Please select Meeting Types".
- Care Unit**: A dropdown menu with "Please select a care unit".
- Location**: A dropdown menu with "Please select a location".
- Services**: A dropdown menu with "Please select services".
- URL / Phone Number**: A text input field.
- Special Instructions for Student**: A rich text editor with bold, italic, and list icons, and a sample text "e.g. room 23, please bring paper".
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

Numbered arrows (1-11) point to the following elements:

- Day selector
- From/To time pickers
- Duration dropdown
- Personal availability link checkbox
- Availability type buttons
- Meeting Type dropdown
- Care Unit dropdown
- Location dropdown
- Services dropdown
- URL / Phone Number field
- Special Instructions field
- Save button

1. Select the days of the week you want to be available for appointments.

2. Choose the time frame you want to be available for appointments. The systems "talks" to Outlook, so appointments will not be able to be made at the same time as something already scheduled on your calendar.

3. Select your availability duration. We recommend "forever" for basic appointment availability.

4. Check the box if you want this specific availability to be accessible via your personal availability link (PAL).

5. Select the type of availability you are creating.

6. Select a Meeting Type

7. Select the appropriate Care Unit and Location for you.

8. Select the service(s) students will be receiving in this appointment (example: non-major advising, registration).

9. Include the URL or Phone Number if you are creating availability with the Virtual Meeting Type.

10. Include any special instructions (example: Allison's office is located in YONG 517. Please swipe in on the kiosk in the lobby upon arrival.).

11. Click "Save".

Availability and Meeting Types

If you are holding both virtual and in person appointments you will create two separate availabilities – one for Virtual and one for In Person. Each Meeting Type needs to have their own Special Instructions for Student, which requires the creation of two availabilities.

Step 5:

Once you have saved your availability, it will appear under the Available Times section of the screen.

Advisor Home

Students Upcoming Appointments My Availability Advising Queues

Edit Appointment Constraints

Times Available

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:00a-12:00p	Forever	College of Health and Human Sciences Student Services	Career Planning, Change of Major (CODO), Check-In Appointment, Drop/Add Classes, Other, Personal Concerns, Probation Status, Registration, Review Academic Plan, Study Abroad, Withdraw from Class For Appointments	Edit

You can now repeat this process for any availability on a different day, or for a different type of availability for the same or another day. To make this process easier, follow the steps below in the Copy a Time section.

Copy a Time

You can copy an available time from one day to another rather than having to manually enter it each time.

Step 1:

Click on the radio button alongside the time availability you want to copy. It will appear in the Select column.

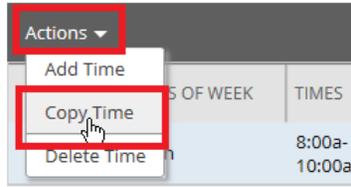
Times Available

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input checked="" type="radio"/>	Mon	8:00a- 10:00a	Fall 2016	College of Science Advising Office	Study Abroad For Appointments	Edit

Step 2:

Next, click on **Actions** and select **Copy Time** from the drop down menu.

Times Available



The pop-up box you used to originally set up your availability will appear.

Step 3: create your new availability settings

If you are changing the day, then unclick the previous days you used, and then select the new day of the week you want to copy the time availability to.

I'm available on

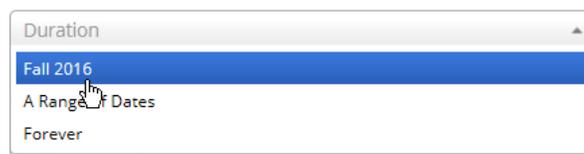


If you are creating a new time availability, update the time constraints to set the new timeframe.

From To

All times listed are in Eastern Time (US & Canada).

Select the **Duration** from the drop down box.



Click **Save** to save your new availability parameters.

Editing an Existing Available Time

If necessary, you can edit an existing availability on the **My Availability** screen after it has been entered. Just click on the Edit link to make the changes.

Times Available

Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Mon	8:00a-10:00a	Fall 2016	College of Science Advising Office	Study Abroad For Appointments	Edit

The pop-up box you used to originally set up your availability will appear. Adjust any of the items on this screen and click on **Save** after you have made your changes.

Deleting an Available Time

To delete a time you have previously set up:

Step 1:

Click the radio button alongside the time you would like to delete:

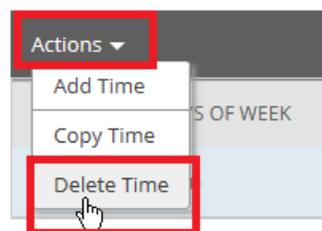
Times Available

Actions ▾						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input checked="" type="radio"/>	Mon	8:00a-10:00a	Fall 2016	College of Science Advising Office	Study Abroad For Appointments	Edit

Step 2:

Click on the **Actions** link and select **Delete Time** from the drop-down menu.

Times Available



Step 3:

Click on the **OK** button.

Are you sure you wish to delete the selected available times?

OK

Cancel