Availability, Calendar Sync and Campaigns

You can use SSC Campus to invite students to schedule an advising appointment by using the **Campaign** feature. In order to set up a campaign, you'll need to complete three steps:

1. **Sync** your FSMail calendar (only needs to be done one time for each user).
   - You should set up Google (FSMail) Calendar sync to:
     a. prevent being double-booked, and
     b. see appointments scheduled in SSC Campus on your Google Calendar
2. Create your **availability.**
   - You must have **availability** defined in order to use the application's scheduling tools.
3. Create your **campaign.**

Google (FSMail) Calendar Sync Instructions (One-Time Setup for Each User):

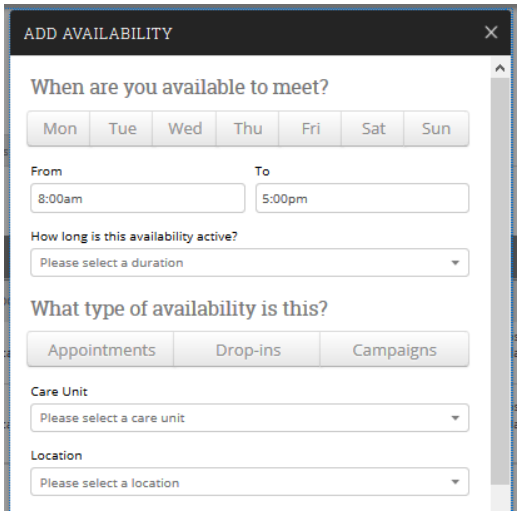
1. Click the Calendar icon in the red menu on the left side of the screen.
2. Click the **Subscriptions** tab under the **My Calendar** heading.
3. Click **Setup Calendar Integration**.
4. Click the **Google Integration** tab.
5. Follow the instructions to complete setup within the application.

Building Availability Blocks

Important Notes:

- Many advisors will create multiple blocks of availability that might overlap.
- Advisors with multiple office locations will want to create blocks of availability for each of their specific office locations (specified in the **Special Instructions** field).
- If you have saved a block of availability that has expired or is set to begin on a later date, you will see this appear in a red shade on the "Times Available" table. Times shaded in red are **inactive**. Times shaded in white are **active**.

1. Start on the **Staff Home** screen by clicking the house icon in the menu on the left.
2. Select the **My Availability** tab.
3. Under "Available Times," select **Actions**.
4. Click **Add Time**.
5. Specify the days and times you will be available for this block of time.
6. Define a **duration** for this availability block (the *current term*, *forever* [no end date], or *a range of time* [you select the beginning and end date]).
7. Indicate the type of availability you are creating in this block (*Drop-ins, Appointments,* and/or *Campaigns*).
   - **Drop-ins** – use this to create a block of availability that shows students you have drop-in availability (commonly used for office hours). In these blocks, students cannot schedule appointments, but they will see your availability.
   - **Appointments** – use this if you would like students to be able to schedule appointments with you during this block of availability.
   - **Campaigns** – use this to create availability for **Campaigns**. Only students who you request to schedule appointments with you through an Appointment Campaign will be able to use these times to schedule appointments.

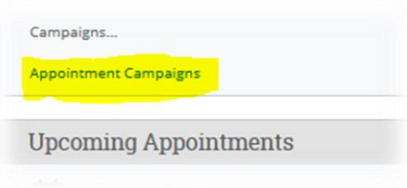


1. Select the care unit **Academic Advising, Coaching, or Class Meetings**.
2. Select your **location**. Most faculty and advisors will use "**Faculty/Advisor Office**" (*you'll enter your specific office location soon*).
3. Select the **service(s)** that you are available to assist with during this block.
    - To make yourself available to your advisees, select "Meet with My Advisor."
    - You can also add "Meet with Professor/Instructor" if you want students to be able to schedule a meeting with you for non-advising matters.
    - If you want students outside your major to meet with you (*perhaps exploring your major/minor as an option to declare*), select your department from the list.
4. Input any **Special Instructions for Student** (these should only be things that apply to <u>every appointment</u> that falls within this availability — anything you type here will be sent to all students who schedule an appointment with you within this availability).
    - This is where you will enter your specific office location during this availability.
    - You may choose to include check-in procedures or things you want an attendee to bring to the meeting.

Campaigns

SSC Campus Appointment Campaigns enable advisors to request specific students to select an appointment that falls within given parameters instead of the advisor creating appointments for each individual student. This feature is commonly used when an advisor must meet with all of their students at least once per term.

1. Start by clicking the house icon to go to your **Staff Home** screen.
2. Click on **Appointment Campaigns** under "Quick Links" & "Campaigns."
3. Click on **Appointment Campaign** under "Actions" & "I want to create a new…" on the right side and follow the steps below.



Step 1: Define the Campaign Terms

IMPORTANT: *Your* ***availability*** *must fall within the* ***Begin Date / End Date, Care Unit, Location,*** *and* ***Service*** *defined here.*

- **Campaign Name** – Use your last name, the term you're currently in, and the purpose: *e.g.,* **18FAHainesAdvising**
- **Begin Date / End Date** – The dates between which students will be allowed to schedule an appointment
- **Care Unit** – Always select **Academic Advising, Coaching or Class Meeting**
- **Appointments Limit** – The maximum number of appointments each student can schedule during this time
- **Location** – Select the location where the appointment(s) will be held (usually **Faculty/Advisor Office**)
- **Appointment Length** – The length of each appointment
- **Service** – The purpose of the appointments you are asking your students to schedule (usually **Meet with My Advisor**)
- **Slots Per Time** – Select the maximum number of students per time; for one-on-one appointments, select 1

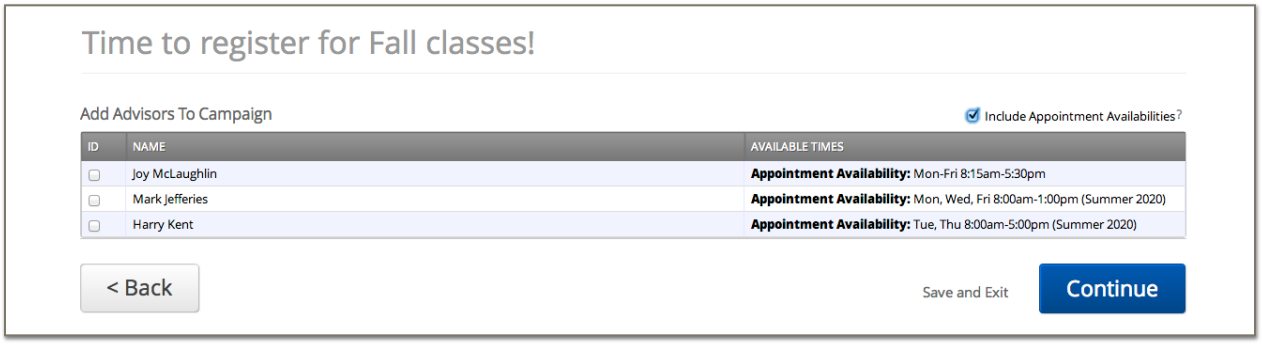
Step 2: Select Recipients of Campaign

- **Invite All My Assigned Students**: Adds all students assigned to you as advisees to the campaign
- **Advanced Search**: Provides users with advanced search filters to find and select students to add

Note: If you are using Advanced Search to add students who meet multiple different criteria (e.g., students from multiple sections of one class), you may need to search for each group separately, then use **Actions** above the table to add students from each batch of search results and begin a search for your next group.

Step 3: Add Advisors to Campaign

You will need to select yourself as an advisor for the campaign. This is where **availability** must fall within the **Begin Date**



/ End Date, **Care Unit**, **Location**, and **Service** in order to appear as an available advisor.

- If your department allows students to meet with any advisor in the department, you may also select additional advisors to make them available for appointments based on the campaign (they must **availability** within the **Begin Date / End Date**, **Care Unit**, **Location**, and **Service** in order to appear as an available advisor).
- If you do not create availability for **campaigns**, you may use existing **appointment** availability.
    - To do this, you should select **Include Appointment Availabilities** above the table that shows advisor names. If you do not check this box, students will only be able to use **campaign** availability to schedule appointments through campaigns.

Step 4: Compose your Message

Compose the message that you will send to students in the invitation to schedule an appointment through the campaign. *Note: This screen also provides a preview of the email and landing page at the bottom of the page.*

- **Email Subject:** This is pre-filled, but you may customize the first line of text entry on the **Compose Your Message** screen.
- **Email Body:** Beneath the subject line, you will be able to customize the text within the body of the message that goes to your students. This <u>must</u> include the *Merge Tag* to the link for students to schedule the appointment. More information about Merge Tags can be seen beneath the field where you enter the body of the email message.
- **Instructions or Notes for Landing Page:** This field appears beneath the Merge Tags information and allows you to insert text that you want students to see on the page where they select a date and time for their appointment.

Step 5: Confirm and Send

Please make sure that you review your selected options before you start the campaign. You have the options (selected by default) to send email and text message reminders to students about the appointment(s) they schedule in this campaign. Click **Send** when you are ready to email the invites to the selected students.