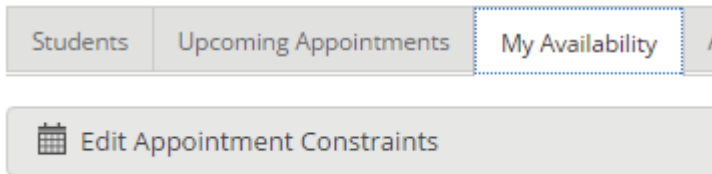


Faculty/Staff how to Set up Appointment Availability in TCLAW

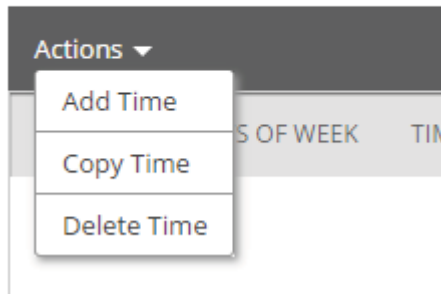
1. Log into TCLAW.
2. From home screen, select My Availability tab.

Advisor Home ▾



3. Click on “edit appointment constraints” – this area allows you to set how many hours in advance students can schedule an appointment. Default appointment lengths are set universally at 30 minutes. If you prefer a different setting, you will change this item. Do not un-check the “require available times for students” or your students could schedule any time they wish. Click on update button to save. You can then hide the constraints from view. **ONLY NEED TO DO THIS ONCE.**
4. Under times available area, click “Actions” then “Add Time.”

Times Available



- This brings up a pop up item to set availability. Make your selections. Select the days, use the slider for the times, and select Drop-ins, Appointments or Campaigns, duration (all semester, date range, forever, location, and services. Then select save.

I'm available on

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

8:00a - 5:00p

for
 Drop-ins
 Appointments
 Campaigns

Duration

Location

Select Location to select Student Services

Details

Once you have saved an availability you can return to this page to update it as needed. In addition, you can copy an availability and make changes for different days of the week or times in the semester as needed.

- ✓ Drop-ins used for open office hours – students cannot actually schedule an appointment (mainly used for walk-in tutoring hours)
- ✓ Appointments – used for when you are available to see students without using an appointment campaign.
- ✓ Campaign – used for when you want to invite specific students (major, class, GPA range, etc.) to appointments you have set aside specifically for this appointment campaign.