Appointments - Start here

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The Appointments tool is available with Campus Workflow Suite.

The Appointments tool allows users to view scheduled student appointments in four-week increments: the current week and the upcoming weeks. This tool also allows users to add, edit, and delete student appointments. Staff members may also use this tool to end an appointment early if the appointment runs short.

Tutorial
• Appointments video

How-to guides
• View scheduled Appointments • Create an Appointment • Edit an existing single-occurrence appointment • Edit an Appointment series • Assign attendance to an Appointment • End an Appointment early • Delete a single-occurrence Appointment • Delete an Appointment series

Reference
• Appointment fields

Administrative Setup

- Scanning Administration and Tool Rights

Explanation
• Appointment Email Notifications