

Staff Appointment Calendar - Start here

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The [Staff Appointment Calendar](#) tool allows users to view scheduled staff appointments in four-week increments: the current week and the upcoming three weeks, as well as appointments from previous and upcoming weeks. This tool also allows users to add, edit, and delete staff appointments. Staff members/students can also end an appointment early if the appointment concludes before its scheduled end time.

Tutorials

- [Staff Appointment Calendar video](#)

How-to guides

- [Filter Staff Appointments](#)
- [View scheduled Appointments](#)
- [Create a new 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

- [Staff Appointment Filter Fields](#)
- [Appointment fields](#)

Administrator setup

- [Tool Rights](#)

Explanation

[Appointment Email Notifications](#)

