Manage/Update your Active Scheduler
(Availability for 1:1 Appointments)

Link: slate.okstate.edu/manage

Screen: Student Success Slate Welcome Screen

Click on the calendar icon with the clock attached at the top left

Screen: Active Scheduler calendar view and menu

Click “Active Scheduler” to manage schedule

Click here to see another user’s calendar (if applicable)

Your Outlook calendar feed and color
Screen: Active Scheduler Availability – New Schedule

1. **Decide if you are creating an in-person or virtual schedule of availability** Can use one schedule for both
2. Name your new schedule *(may want to indicate in-person or virtual in the title for future reference)*
3. Enter (or pick) a start date
4. Enter (or pick) an end date
5. Click **Save**

Screen: Active Scheduler Availability – Continue New OR Edit Existing Schedule

Screen: Active Scheduler Availability: Selected Schedule *(select the schedule you just made)*

- **Note Date Range at the top**
  - Click “edit” to change
  - Use to extend the current schedule
- **CLICK** **EDIT TEMPLATES**
  - (opens new window)
  - Choose appropriate templates based on your college (or role) **AND Virtual** *(noted)*
- **Left Side:** Regular Weekly Availability
  - Choose Day of week
  - Enter start/stop time
    - This is **AVAILABLE** time
    - Can be multiple blocks per day
    - **Click the check mark**
  - Choose “copy day schedule” to add the same schedule to other weekdays
  - Continue for all weekdays
- **Right Side:** Dates with Alternate Schedule
  - Enter date of an alternate schedule
  - Defaults to “no availability” *or* enter times of unavailability
  - Add additional dates as needed

*Access a new or existing schedule the same way from this screen*