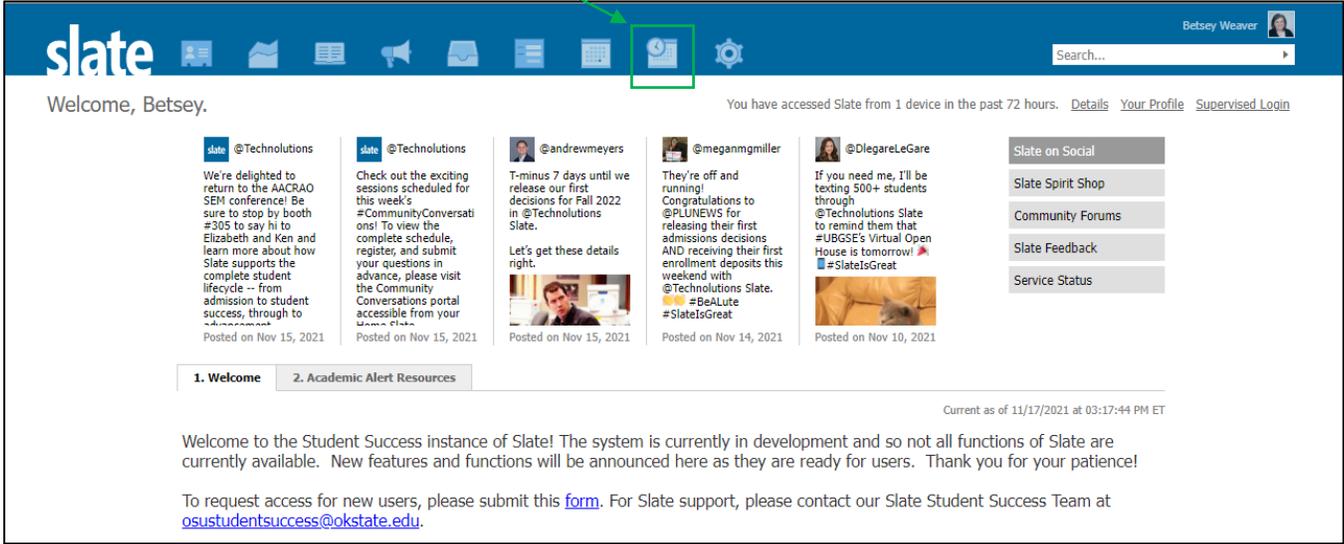


# Manage/Update your Active Scheduler (Availability for 1:1 Appointments)

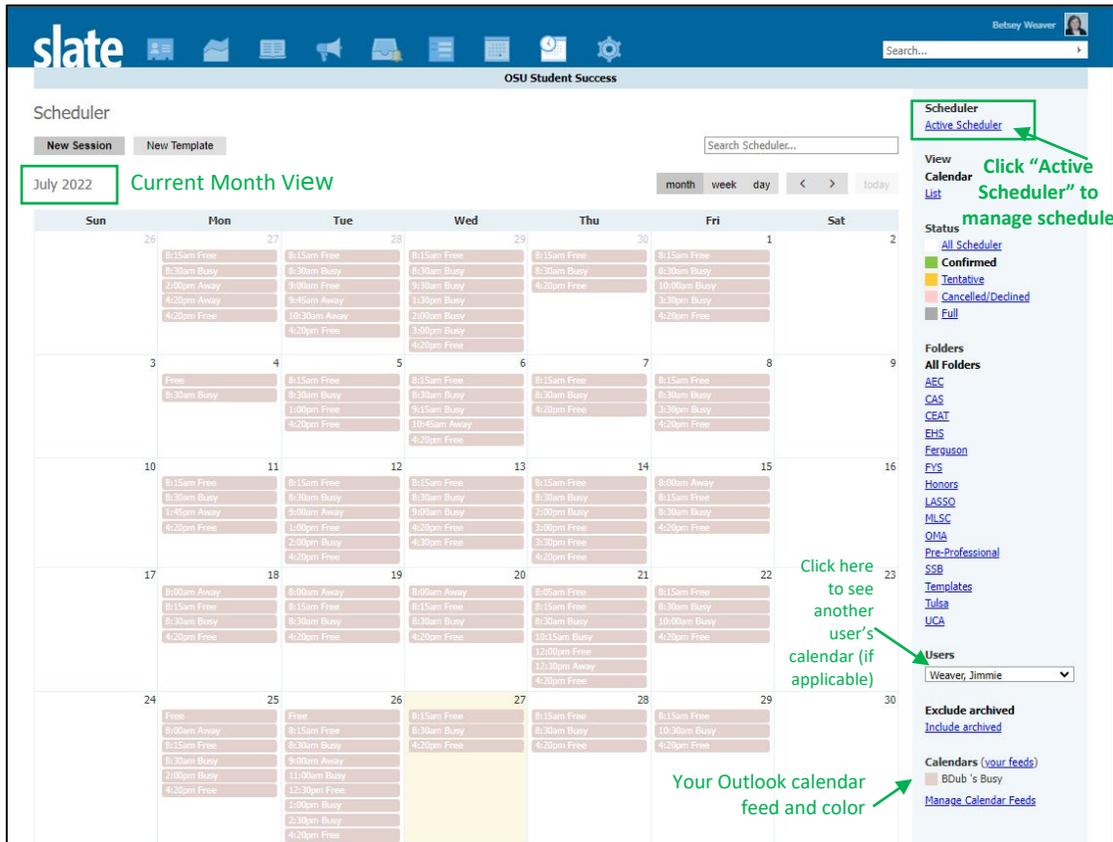
Link: [slate.okstate.edu/manage](https://slate.okstate.edu/manage)

## Screen: Student Success Slate Welcome Screen

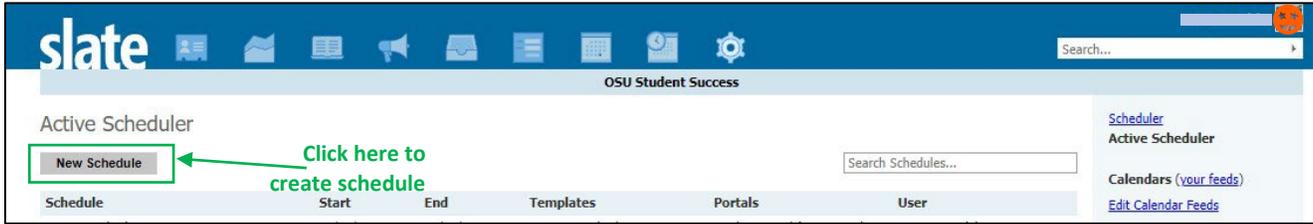
Click on the calendar icon with the clock attached at the top left



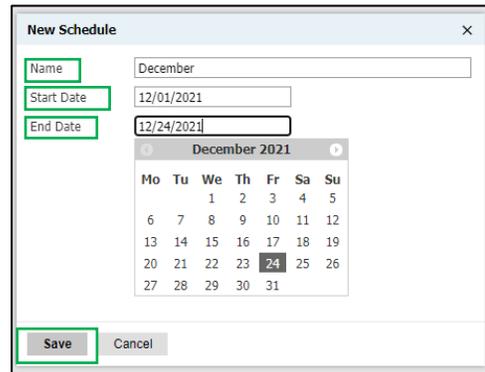
## Screen: Active Scheduler calendar view and menu



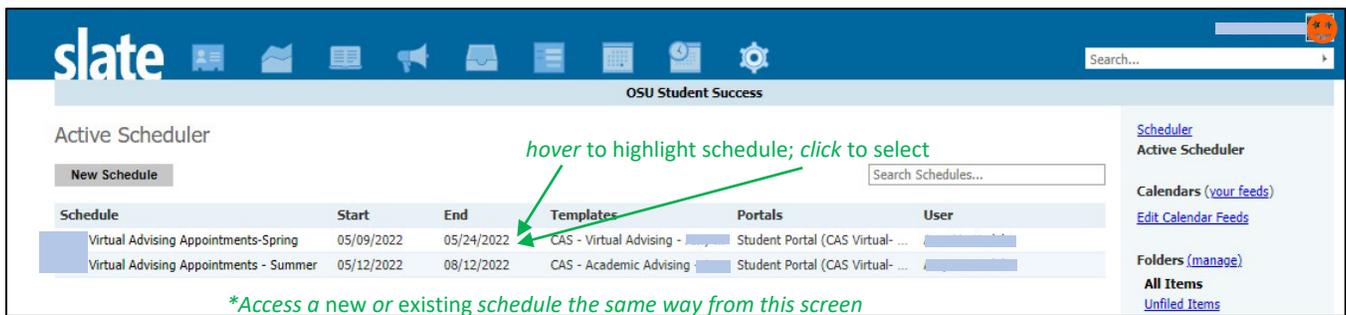
**Screen: Active Scheduler Availability – New Schedule**



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

