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



Screen: Active Scheduler Availability – New Schedule

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slate 🛤		📢 🔤		2		Search		
			OSU	Student Success				
Active Scheduler						Scheduler		
Active Scheduler	Click be	are to				Active Scheduler		
New Schedule	Click he	adula			Search Schedules	Calendars (your feeds)		
Schedule	Start	End	Templates	Portals	User	Edit Calendar Feeds		

- 1. <u>Decide if you are creating an in-person or</u> <u>virtual schedule of availability</u> 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

New Schedule									×
Name Start Date	December 12/01/2021						 		
End Date 12/24/2021 December 2021									
	Мо	Tu	We	Th	Fr	Sa	Su		
	6	7	1 8	2 9	3 10	4 11	5 12		
	13 20	14 21	15 22	16 23	17	18 25	19 26		
	27	28	29	30	31	25	20		
Save Ca	ncel								

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



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

		Active Scheduler			Edit Templates ×		
•	Note Date Range at the top	test (Betsey	was here)		Available Templates		
	 Click "edit" to change 	User			Select the template or templates you wish to use this sch	redule for	
	• Use to extend the current schedule	Folder Dates	CAS 07/01/2022 to 08/31/2022		CAS - Academic Advising Appointment		
•	CLICK EDIT TEMPLATES	Templates	Edit Templates		CAS - Academic Advising Appointment - Virtual		
	 (opens new window) 				CEAT - Academic Advising Appointment - Virtual		
	 Choose appropriate templates based on 			l	EHS - Academic Advising Appointment		
	vour college (or role) AND Virtual (noted)						
•	Left Side: Regular Weekly Availability		Regular Weekly Availability	Dates with an A	Alternate Schedule		
	 Choose Day of week 		Select days to include in your availability:	Specific dates with d	different availability		
	 Enter start/ston time 		Monday	+ A	dd a date with an alternate schedule		
	 This is AVAILABLE time 						
	Can be multiple blocks per day						
	 Click the check mark 		+ Add time				
	 Choose "copy day schedule" to add the same 	<u>_</u>					
	schedule to other weekdays	-	Tuesday No availability				
	 Continue for all weekdays 						
•	Pight Side: Dates with Alternate Schedule		Wednesday No availability				
•	Right Side. Dates with Alternate Schedule		Thursday No availability				
	 Enter date of an alternate schedule Defaults to "no availability" or 						
	O Defaults to no availability <u>or</u>		Priday No availability				
	enter times of unavailability		Saturday No availability				
	 Add additional dates as needed 						
			Sunday No availability				