Manage/Update your Availability for Advising Appointments (Active Scheduler) – March 2022

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 "Availability" to manage schedule
1. Name your new schedule *(may want to indicate in-person or virtual in the title for future reference)*
2. Enter (or pick) a start date
3. Enter (or pick) an end date – can span whole semester, or a week or a month – up to you
4. Click **Save**

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

- **Note Date Range at the top**
  - Click “edit” to change
  - Use to extend the current schedule
- **Left Side: Regular Weekly Availability – BEST CHOICE**
  - Choose Day of week
  - Enter start/stop time
    - This is AVAILABLE time
    - Can be multiple blocks per day
    - Click the check mark
  - Choose “copy schedule” to add the same schedule to other weekdays
  - Continue for all weekdays
- **Right Side: Dates with Alternate Schedule (may not need)**
  - Enter date of an alternate schedule

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

- **CLICK EDIT TEMPLATES WHEN COMPLETED**
  - Check appropriate templates based on your college/unit and name AND Virtual *(noted)* or In-person *(blank)*
  - Can use both templates on one schedule
- **SAVE**