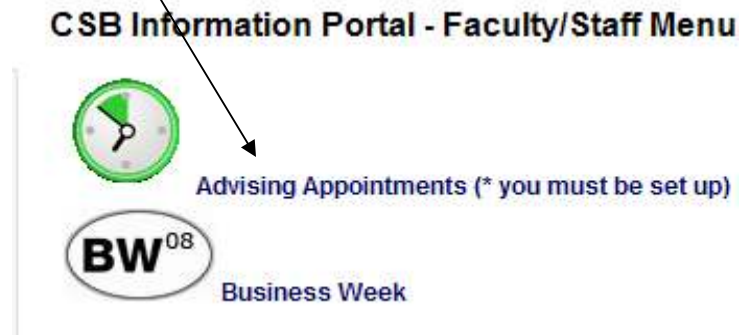


APPOINTMENT SCHEDULING SYSTEM

Instructions for setting up web based advising scheduling system

1. Login onto the CSB Information Portal – Look for the link at the bottom of the faculty/staff directory. If you don't know your CSB Password, click the password help link. (Portal address is <http://csbapp.csb.uncw.edu/csbsi>)
2. Click the advising appointment option on the faculty/staff menu *(if you have not been in the portal recently you will first need to select what news feeds you would like to appear on your pages, select something like weather or Google News and move to the right column. Click update when you are happy with your news feeds)*



Note: you must be set up once to use the advising appointment system, send an email to janickit@uncw.edu

**You will have to do the following once a semester
(and each semester)**

3. Click the once a semester activities

Advisor Appointment System

Welcome Advisor!

Advisors: Please follow the instructions below to develop / create your appointment schedule.

1. Once a semester you should set your appointment length and update the names of advisees.
[Once a Semester Tasks](#)
2. Set the days/times you wish to make available for student advising appointments
[Set available appointment times](#)
3. You can email students a reminder to sign up or remind them of their scheduled appointments. In addition see a list of students who have not

4. Set your appointment time (15 minute; 20 minute etc) by clicking the “set your advising appointment length”

Advisor Appointment System

This screen will assist you to set the length of your advising appointments and update your list of advisees.

1. Set your advising appointments length in minutes
Warning: do not change the appointment times once you have appointments set for this semester
2. Update your advisees (you can reset your list, add one, or delete one advisee)

5. Now the trickiest part of the system, you will have to ‘import’ your list of advisees. This system was written by a student and we do not have access to banner, however we have made this a copy/paste operation
6. Click update your advisees, then go to Seaport

- a) Once you are in Seaport, click on the **faculty tab**
- b) Click on “**Advisees**”
 - a. Your list of advisees along with their email addresses will be emailed to you
- c) Go to Outlook and open the email of your advisees
- d) Copy the list of advisees and addresses by highlighting the list, right click the mouse, click copy
- e) Go back to the UC Appointment Scheduling System
- f) Paste your advisee list into the box
 - a. Place your cursor inside the box, right click the mouse , and click paste
 - b. Your advisee list with email addresses will appear in the box
 - c. Click the Upper Class Advisee option (unless you are a freshman/sophomore advisor for University College)
- g) Click “**Update Advisees List**”

Instructions to Update your Entire List of Advisees
 (only do this once per semester, or you will double your entries for the same type of student)

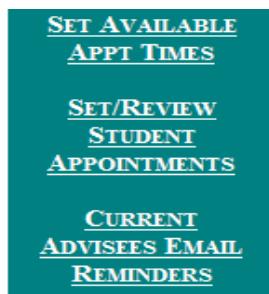
1. Go to [Seaport](#)
2. Click on the faculty/staff tab
3. Click on My Advisees
4. Copy the list of addresses that SeaPort will send to you via EMAIL
5. Paste into the box below and click update.

Indicate the type of advisee

- UC Advisee
 Upper Class Advisee
 Student in Class

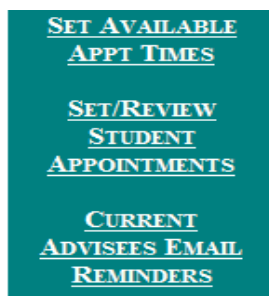
You are now set up to enter your available appointment times.

**Items to do on a regular basis
set your available times; send emails; mark completions.**



You are now ready to set your available appointment times.

- A1. Click on “**Set Advisor Available Appt Times**” from the menu choices inside the green shaded area
- A2. Click on the date you wish to set your appointment times
- A3. Click on the times you want students to sign up for appointments
- A4. Click on “Submit Times Available”
- A5. Repeat steps A2 to A4 for each date you plan on meeting with your students



The second option (set/review student appointments) will let you see who has booked an appointment and mark them complete

The third option (email reminder) will let you send email reminders based on a criteria.

To have students schedule, they should also log into the CSB student information system. Recommend you put this link on your web page:
<http://csbapp.csb.uncw.edu/csbsi> with a note for them to login there.

Here is the screen they will see:

Logout : Menu

CSB Student Information Portal - Menu



Advising Appointment

Advising Appointments for Summer and Fall 08



CEN - Update your CEN profile

CEN (Cameron Executive Network) User Profile Information



CSB Student/Alumni Directory

Alumni & Current Student Directory

They will quickly learn to click on the advising appointment link. Once they book an appointment you will get an email that will have a link for you to click in the email and it will place this appointment in your Outlook Calendar.

Should you have problems when you click the link:

- a) Clear your temporary internet files (Internet browsers → Tools → Internet Options → Delete Temporary Internet Files)
- b) Make sure you have all the latest Microsoft updates
- c) Insure you have a browser window open
- d) Ask Jesse or Fred to make sure that .vcs files open with Outlook (file associations)

Your students are now able to schedule an appointment with you. Students will receive instructions as to the process of scheduling pre-registration advising appointments with their advisors.

Once a student makes an appointment you will receive an email that confirms the appointment. In that email is a link that you click on and it will bring up your Outlook calendar. If you click OK it will put it on your calendar.

Questions? Call Tammie Bangert x 7071