

Stetson SSC – How to “Schedule” a Walk-in Tutoring/SPI session

Scheduling a Walk-in Tutoring or SPI session for a Student

Scheduling a Walk-in Tutoring or SPI session for a student is done to create an email and (or) text reminder that can be sent to that student via SSC. This allows us to assist students in finding their tutor/SPI but still placing the accountability of showing up on them.

To start open SSC, search for the student, open up their profile, and click on **Schedule an Appointment**:

STETSON UNIVERSITY

Ima Sample

Overview Success Progress History Class Info Major Explorer More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	0.00

Total Credits Earned: 4.00
Credit Completion % at this Institution: %
Predicted Risk Level: ● LOW

Finance
School of Business
Major History

STUDENT ID: 800561998
CLASSIFICATION: First Year
MOST RECENT ENROLLMENT: Initial Transfer Credits

Staff Alerts 9

- I want to...
- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report On Advising
- Schedule an Appointment**
- Add to Watch List
- Issue an Alert
- Edit User Settings
- Impersonate User

Next, remove yourself from the **People Attending**:

People Attending (2)

Sample, Ima (Student)	X
Musser, Matthew (Advisor)	X

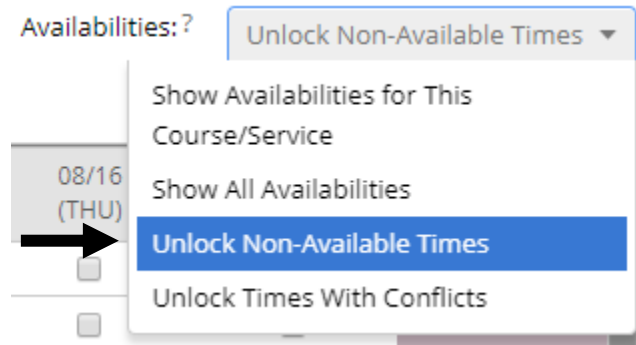
Set the length for the appointment, their visit will be tracked for an exact length in SSC. This is how the reminder will look on their schedule go with **60 min**.

Choose A Time To Meet

Length: 60 min

TIME SLOT	Length
6:00a-7:00	30 min
7:00a-8:00	45 min
8:00a-9:00	60 min
9:00a-10:00	90 min

Next, change the Availabilities by clicking on the menu and select **Unlock Non-Available Times**.



Select the time that the SPI session occurs.

TIME SLOT	05/07 (SUN)	05/08 (MON)	05/09 (TUE)	05/10 (WED)	05/11 (THU)	05/12 (FRI)	05/13 (SAT)
6:00a-7:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00a-8:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00a-9:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00a-10:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00a-11:00a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BUSY	<input type="checkbox"/> BUSY	<input type="checkbox"/> BUSY	<input type="checkbox"/>	<input type="checkbox"/>
11:00a-12:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BUSY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00p-1:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00p-2:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BUSY	<input type="checkbox"/>	<input type="checkbox"/> BUSY	<input type="checkbox"/>	<input type="checkbox"/>
2:00p-3:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00p-4:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00p-5:00p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now it's time to set the **Type, Reason(s), Comments, and Location:**

Care Unit

Location

Service

Comments

Care Unit: This should always stay as General Event.

Location: Select the location that either the tutoring happens at or for SPI select Stetson Peer Instruction Rooms.


Service: Type in the course that the appointment is for.

Comments: Here's what they'll see if they open up this calendar event so here write a message that this appointment is a reminder for them to attend the service you'd agreed upon.

Next make sure student is aware they'll receive a text reminder, if they insist on opting out they may.

Reminders

Send an email reminder?

Send a text reminder? 

Lastly, set this appointment for either repeating or not repeating, to determine ask the student if they'd like weekly reminders or just the one time. And then hit **Save Appointment**.

Repeat This Appointment?

Repeat:

Does not repeat 

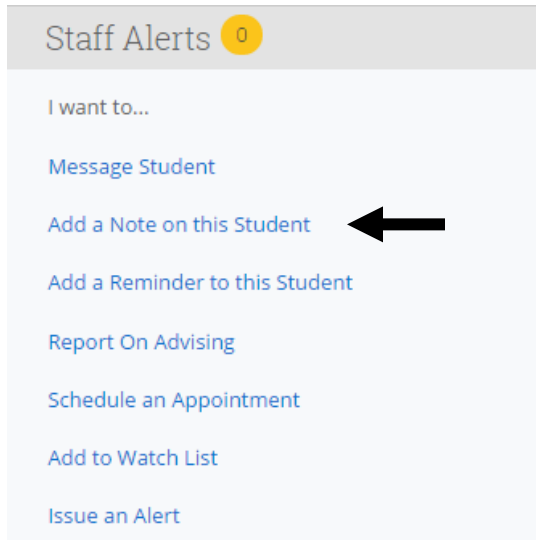
Save Appointment

 Cancel

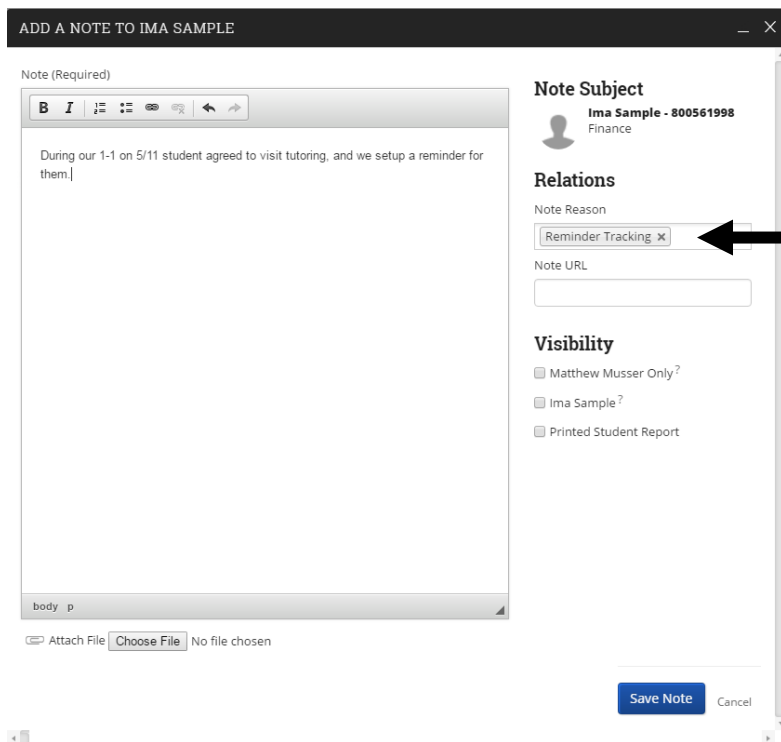
Creating a Note in SSC for tracking the SPI scheduling process.

In order to track whether or not these students follow through with the appointment reminder on a large scale it's necessary to create a note in SSC the first time that this appointment is created. This only needs to be done the one time you setup the reminder for the student.

From the student profile in SSC select **Add a Note on this Student**:



For **Note Reason** select **Reminder Tracking**, add in a brief note that during your 1-1 the student wanted to get a reminder for when tutoring would be, and hit **Save Note**:



A screenshot of the 'ADD A NOTE TO IMA SAMPLE' form in SSC. The form has a title bar 'ADD A NOTE TO IMA SAMPLE' with a close button. The main content area is divided into two columns. The left column is for the note body, with a 'Note (Required)' label and a rich text editor containing the text: 'During our 1-1 on 5/11 student agreed to visit tutoring, and we setup a reminder for them.' The right column contains metadata for the note: 'Note Subject' (Ima Sample - 800561998, Finance), 'Relations' (Note Reason: 'Reminder Tracking x', Note URL: empty), and 'Visibility' (checkboxes for 'Matthew Musser Only?', 'Ima Sample?', and 'Printed Student Report'). At the bottom right, there are 'Save Note' and 'Cancel' buttons. A black arrow points to the 'Reminder Tracking x' option in the 'Note Reason' field.