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**:

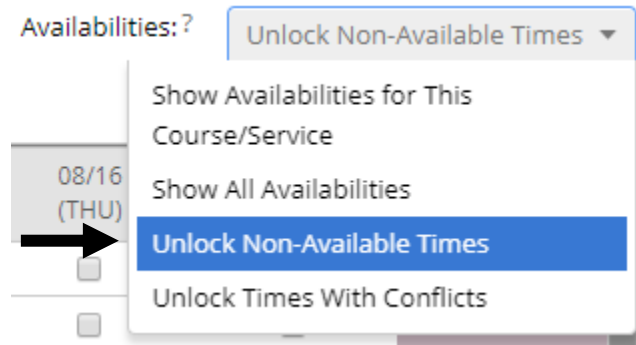

Next, remove yourself from the **People Attending**:

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.**

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

Availabilities:? Unlock Non-Available Times ▼

Show Availabilities for This Course/Service

Show All Availabilities

Unlock Non-Available Times

Unlock Times With Conflicts

08/16 (THU)

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	☐	☐	☐	☐	☐	☐	☐
7:00a-8:00a	☐	☐	☐	☐	☐	☐	☐
8:00a-9:00a	☐	☐	☐	☐	☐	☐	☐
9:00a-10:00a	☐	☐	☐	☐	☐	☐	☐
10:00a-11:00a	☐	☐	☐ BUSY	☐ BUSY	☐ BUSY	☐	☐
11:00a-12:00p	☐	☐	☐	☐ BUSY	☐	☐	☐
12:00p-1:00p	☐	☐	☐	☐	☐	☐	☐
1:00p-2:00p	☐	☐	☐ BUSY	☐	☐ BUSY	☐	☐
2:00p-3:00p	☐	☐	☐	☐	☐	☐	☐
3:00p-4:00p	☐	☐	☐	☑	☐	☐	☐
4:00p-5:00p	☐	☐	☐	☐	☐	☐	☐

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

Care Unit

General Event ▼

Location

Stetson Peer Instruction Rooms ▼

Service

BIOL 141-01

Comments

This is a reminder to attend SPI as discussed in our last 1-1 meeting. It meets at [Insert Location]

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:

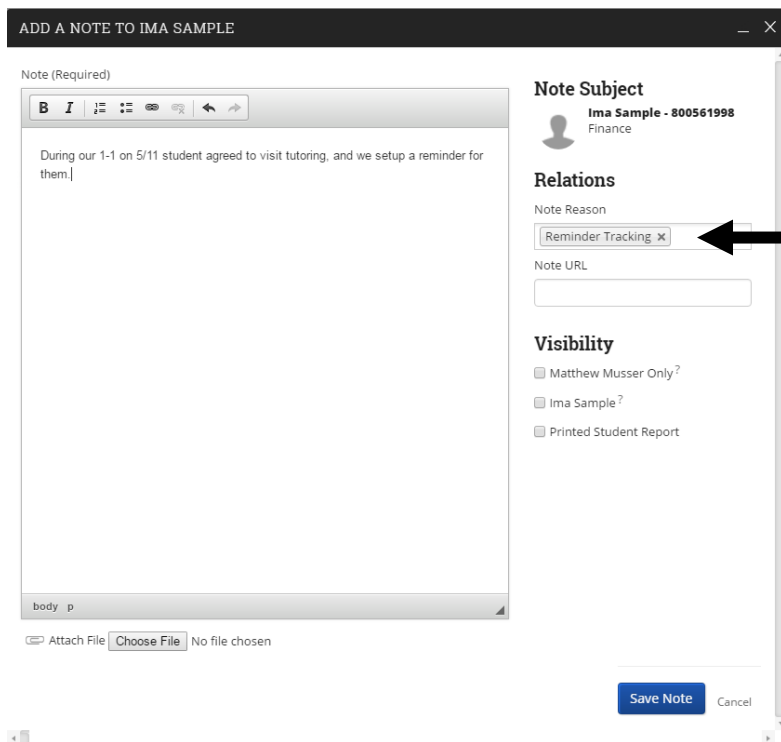| Does not repeat ▼ |

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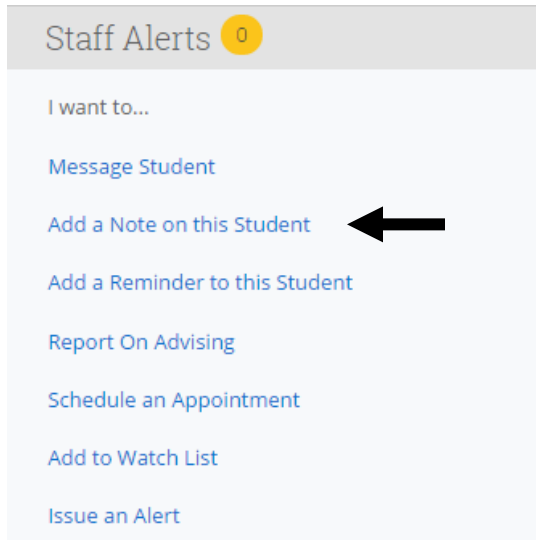
For **Note Reason** select **Reminder Tracking**, add in a brief note that during your 1-1 the student wanted to get a reminder for when tutoring would be, and hit **Save Note:**