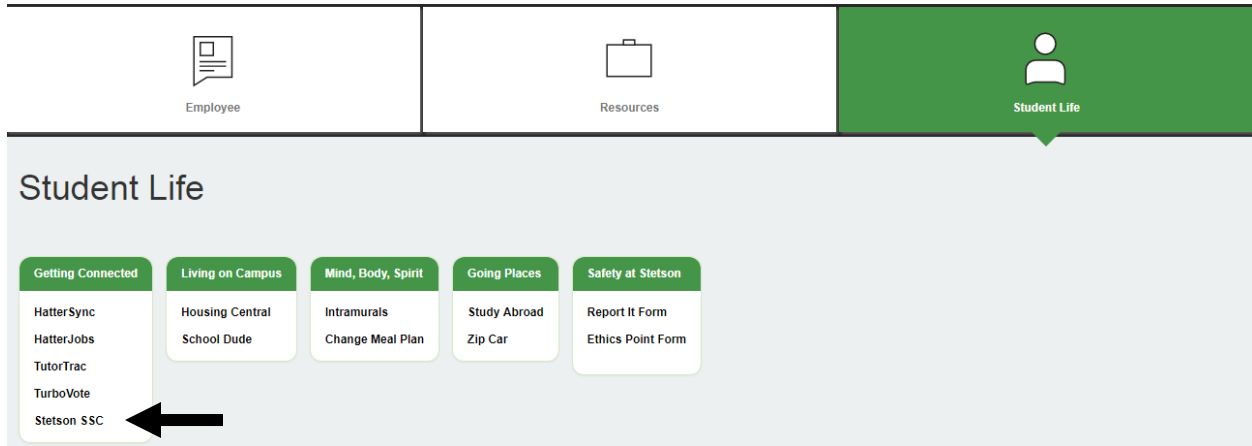


Stetson SSC – How to Set Your Tutoring Work Hours

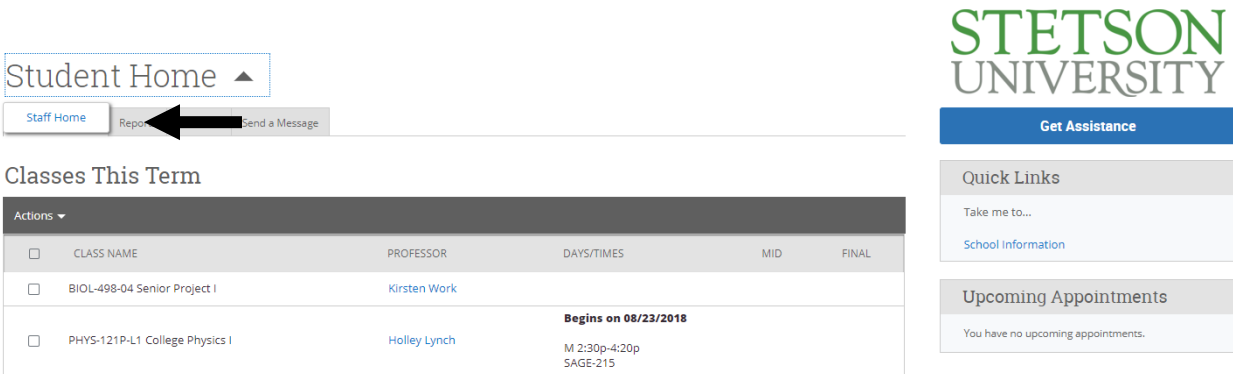
Setting your hours of availability

For students to be able to sign into tutoring your hours need to be inputted into SSC. Follow these steps to ensure that they are properly entered into SSC.

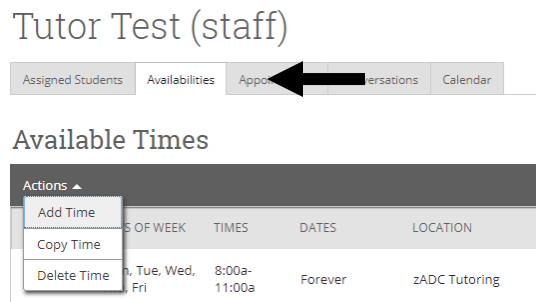
1. Sign into your My.Stetson, select the “Student Life” tab and open **Stetson SSC**



2. If you are in the “Student Home” click the triangle next to it and select **Staff Home**



3. Go to **Availabilities** and then under “Actions” select **Add Time**



When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm

How long is this availability active?
Forever

What type of availability is this?

Appointments Drop-ins Campaigns

Care Unit
Tutoring Services

Location
Hollis Family Student Success Center

Services
x Tutoring - Accounting x Tutoring - Economics
x Tutoring - Finance x Tutoring - History

Special Instructions for Student
This is for a Walk-In Appointment. Other students may also be present when you meet with the tutor.

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment
999

Cancel Save

4. Setting Availability

You must set your availability for each day you work

Select the time range for each day, so in this case 8:00am-5:00pm

How long is this availability active:
Select the current term

What type of Availability is this: Select BOTH **Appointments** and **Drop-ins**

Care Unit: Select **Tutoring Services**

Location: Set to the location you tutor at ie. **Hollis Family Student Success Center**

Services: Set to the subject you'll be tutoring ie. **Tutoring- Accounting**

Copy and paste this message into the **Special Instructions for Student**.

This is for a Walk-In Appointment. Other students may also be present when you meet with the tutor.

Set Max Number of Students to 999 since these will be walk-in based and not for 1-1 appointments.

Once all these settings have been filled make sure to hit **Save!**

5. If everything has been entered properly your page should show the time added below

Available Times

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
<input type="radio"/>	Mon, Tue, Wed, Thu, Fri	8:00a-5:00p	Fall 2018	zADC Tutoring	zADC Math Tutoring For: Appointments	Tutoring Services	Edit

Once all your times are entered you are all set, and only need to change things if you end up making a change to your schedule that has been approved by your supervisor.