Modifying a Tutor's Schedule

In order to change a tutor's schedule, we must first receive an Appointment Update Form with the "Tutor Schedule Changes Only" section completed. Open the tutor's schedule, and navigate to the dates specified on the form.

Cancelling Availabilities

1. If the times the tutor wishes to cancel already have scheduled appointments, then the tutor must first speak to the appropriate coordinator for approval before we can cancel those appointments.

2. If the times are empty, then you can cancel the availability without consulting a coordinator. Follow the steps below.

    a. Click above the availability, then drag your mouse below it before releasing your click. This will open the appointment editing screen.

    b. Uncheck the **IS AVAILABILITY?** box in the upper right hand corner. The strip along the top of the box will turn red and now read "Availability Block".

    c. Adjust the **TIME** range if necessary, then click **SAVE**.

3. If you are cancelling pre-scheduled appointments, follow the steps below:

    a. Click on the **TIME** on that availability to open the Appointment Entry screen.

    b. Click on the arrow next to the STATUS box, select "Tutor Cancelled", then click **SAVE**.

    c. The appointment will still appear on the tutor's schedule, but with all of the information it contains crossed out.

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Closing Availabilities

1. If the tutor wishes to remove an availability entirely from their schedule, simply click the X in the upper right hand corner of the availability.

2. Once the Confrim Delete box opens, click **DELETE ALL**.

Opening Availabilities

1. Click on the tutor's schedule roughly where the new availability will start, then drag your mouse below it before releasing your click. This will open the appointment editing screen.

2. Click in the box labeled **MAX**, and type in the number of students who will be attending the group appointment. All availabilities should be created with a **MAX** of 1, unless the tutor specifies that they are opening this time for a group. Adjust the **DATE RANGE** of the new appointment so that it ends on the final day of tutoring for the semester.

3. Click on the arrow next to **REASON**, and select "Individual", unless the appointment is being created as a group appointment, in which case select "Group".

4. If the availability will be filled immediately with a weekly tutee, click on the arrow next to **AUTOBOOK**, and change "None" to "Weekly". Also click on the arrow next to **ALLOW STUDENT TO BOOK WEEKLY**, and change "Not Checked" to "Checked".

5. If the availability will be left open to be booked later, leave **AUTOBOOK** set to "None", and change **ALLOW STUDENT TO BOOK WEEKLY** from "Checked" to "Not Checked".

6. Click **SAVE**.