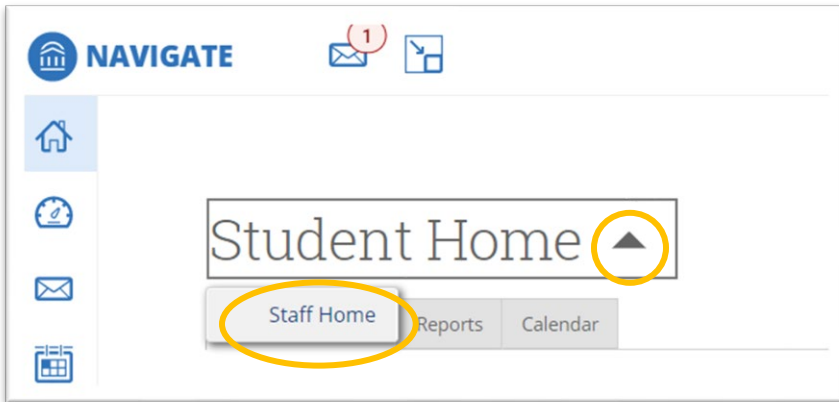


Setting up My Availability for Student Appointments

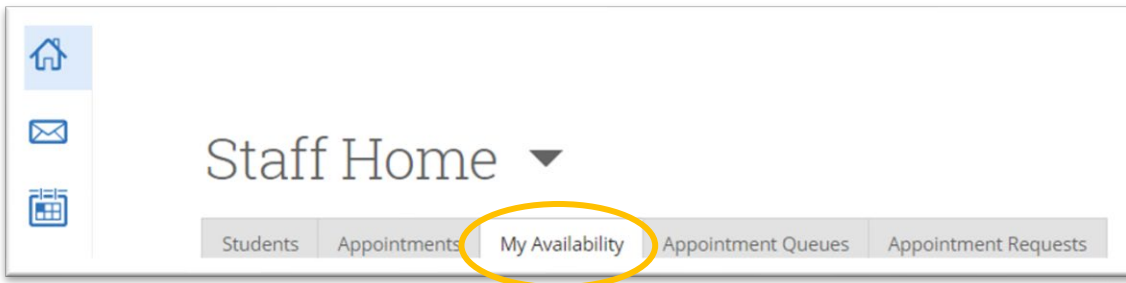
To allow students to schedule appointments with you, follow the below instructions to set up/edit your availability in [The Passport](#)!

Let's get you set up to start taking appointments!

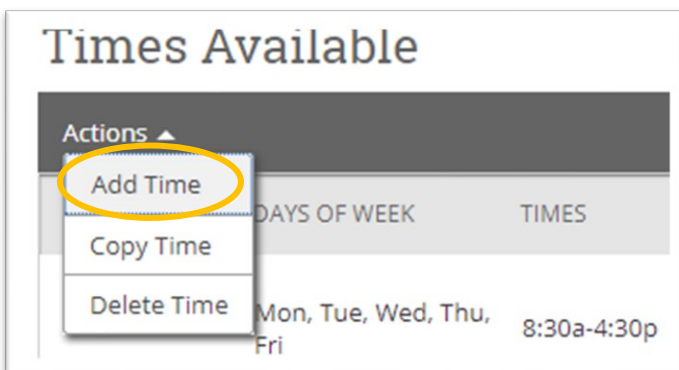
Log into [The Passport](#), then select the triangle next to "Student Home" and switch to "Staff Home".



Once on your "Staff Home", go to the "My Availability" tab.



Click on the "Actions" dropdown menu and select "Add Time" to set up times you are available. To edit a current availability, select the blue "Edit" link. **Be sure to update your availability each semester!**



The "Availability" window will open, and you can set your availability:

- Select the **Days and Times** when you are available to meet with students.
- Select a **Duration** for your availability:

- Select **Current semester** (Students will be able to make appts. with you starting the first day of classes, up until the last day of finals)
- Select if you want this availability added to your **PAL (personal availability link)**. You can put your PAL URL link in your email signature or on a website; when students select the link they are taken to a scheduling workflow that has YOUR availability pre-filled.
- Select **Appointments** for the times wherein you will take appointments. (you can make separate availabilities for each, or use the same availability for all types of meetings!)
 - Create a separate availability for your **drop-ins** that is only for the drop-in blocks, if you want to be able to accept appointments during your off weeks, select **appointments and drop-in**. Just be sure to email any clients that make appts with you during your drop ins.
- Choose the **Meeting Type** you'd like to offer the appointment. Select **In Person**. If a student would like to make a virtual appointment tell them to reach out to me.
- Select your **Care Unit** (Tutoring).
- Choose your **Location** (Engagement and Academic Support). This does not mean all tutoring has to happen in the SEAS center, this is only for the sake of the passport system's categorization.
- Select which **Services** you will provide to students during this availability.
 - Select the areas in which you have been approved to tutor. Returning tutors, select whatever topics you were tutoring for previously. New tutors: select the topics that you were hired for (if you have questions let me know).
- Under **Special Instructions**, let students know any final details to be able to reach you for their appointment or drop-in hours.
 - Required for all: *In the comments section, please include an overview of the assignment or topic that you would like to work on. I typically meet students in (location of your choice) but if you would like to meet elsewhere, let me know! Also all tutoring appointments are in person by default, but if you need to meet on zoom, email tutoring@csum.edu to get that set up.*
- Leave the max number of students at 1.
- Click the **Save** button, and you're done!

You can repeat this process until all of your availabilities have been defined. You can have as many availabilities as you want!

Once you have set up your availability, students will have access to make appointments with you, or view your drop-in hours.

Want to set up max Target Hours?

You can use the “Target Hours” feature to set a cap on how many hours of tutoring students can schedule for per week (i.e. max 10 hours per week, etc.).

Under the “My Availability” tab, scroll down to the “Scheduling Target Hours”, enter your max hours per week, and be sure to select “Block scheduling for the week when target is hit”:

To cancel an appointment: go to the “Appointments” tab under your “Staff Home”, select the appointment you need to cancel, select the “Actions” dropdown, and select “Cancel”

To edit an appointment: go to the “Appointments” tab under your “Staff Home”, select the “Details” link next to the appointment, select “edit” in the upper right corner, then you can edit the meeting type, change URL, etc. Then click “Save Appointment”.

Syncing My Availability to Outlook Calendar

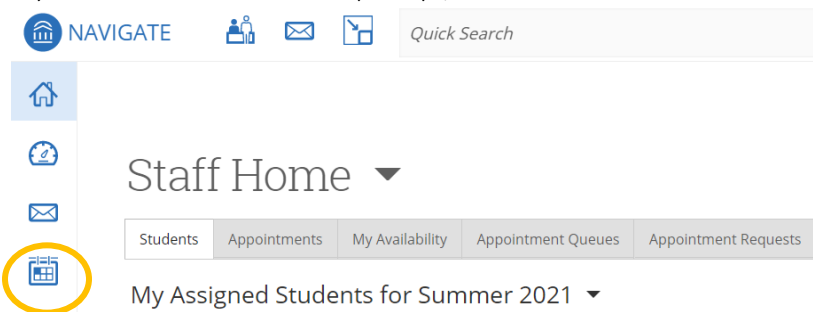
Faculty and Staff using The Passport for student appointments can sync their Outlook (Office 365) calendar with The Passport system. This is highly recommended, as it ensures that appointments made by students through The Passport don't conflict with existing Outlook calendar items. Below are instructions are for setting up integration between Outlook (Office 365) and The Passport.

First, go to your Staff Home page. You may already see a prompt that requests you sync your Outlook (Office 365) calendar to The Passport. If so, click the "Authorize Office 365" button, log in with your Cal Maritime credentials, and your calendar will sync!



*Sync's can take up to 30 minutes, and will run in the background.

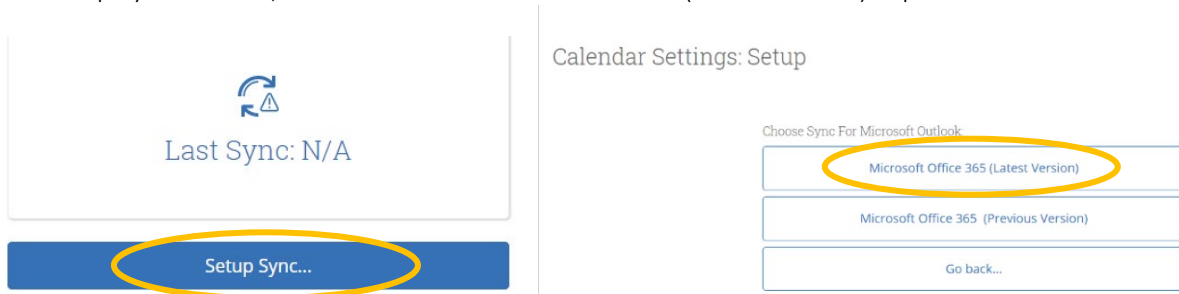
If you do not have the above prompt, click on the calendar icon on the left side menu.



Once in your Passport calendar, click on the Settings and Sync button on the upper right side.



Click "Setup Sync" button, then select "Microsoft Office 365 (Latest Version)" option.



A Microsoft sign in page will open, and you'll be prompted to log into your Cal Maritime email to complete the sync setup.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)


Back

Next

Once the sync is completed, your Calendar Settings page will look like the below:

Microsoft Office 365 (Latest Version)

employee@csum.edu




Last Sync: 07/29/2021 At 02:25 PM

[Retry Sync...](#)

[Disconnect Sync...](#)

*Sync's can take up to 30 minutes, and will run in the background.

Sync'd calendars reflect not only your appointments made in The Passport, but also your appointments in your Outlook calendar. The Passport will not show the details for appointments made in Outlook (Office 365), but will reflect that you are "Busy" during that time.



My Calendar

Calendar View [List of Calendar Items](#)

Course Assignment General Busy Cancelled

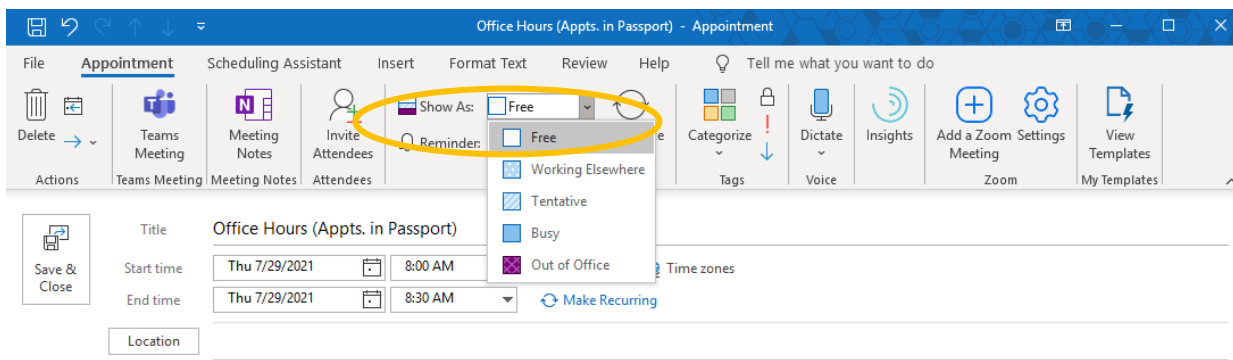
[Print Calendar \(PDF\)](#) [Add Calendar Event](#)

today < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
28 8am Busy	29 7am Busy 8am Busy 11:30am Busy	30 8am Busy 8am Busy 10am Busy 2pm Busy 5:30pm Busy	31 8am Busy 8am Busy 9am Busy 11am Busy 2pm Busy	1 8am Busy 11am Busy 2pm Busy	2 8am Busy 9am Busy 10am Busy 11am Busy	3
4	5 7am Busy 8am Busy 12pm Busy	6 8am Busy 8am Busy 8:45am Busy 9am Busy 9am Busy 1pm Busy 2pm Busy	7 8am Busy 9:30am Busy 11am Busy 12pm Busy 4:30pm Busy	8 8am Busy 8:30am Busy 10am Busy 11am Busy 2pm Busy	9 8am Busy 2pm Busy	10

Additional FAQ's for integrating your calendars:

- If an appointment was created in Outlook, it can only be edited/cancelled in Outlook, and vice versa - if an appointment was created in The Passport by you or a student, it can only be edited/cancelled through The Passport.
- It is recommended to only sync your calendar once, so as not to create duplicate appointments.
- You can only choose one calendar to sync with The Passport. If you are trying to sync multiple calendars, there will be errors and it will not be successful.
- While your instructor course schedule automatically shows up in your Passport calendar, it is unable to show in your Outlook calendar, even if you sync your calendars, as this is a Passport only feature.
- Tentative, busy, and away Outlook appointments all sync as "Busy" on your Passport calendar.
 - If you mark your Outlook calendar with Office hours as "busy" it will block the students from making an appointment in the The Passport since The Passport will read your Outlook calendar as unavailable.
 - **As a best practice**, we usually recommend marking any drop-in/office hours on your Outlook calendar as "free" (not "busy"). This will allow it to show on Outlook, but will not block the time in Passport, and students from making an appointment.



- For any questions or assistance, please email us at advisor@csum.edu.