St. Petersburg College
Learning Resources
Appointment Scheduler
# SPC Learning Resources

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Logging In

https://spcollege.libapps.com/libapps/login.php

1. Insert your sign-in credentials for LibGuides.

2. Choose LibCal from the drop down menu.
LibCal Home Page

*Your Homepage might look a little different depending on the access you have to LibGuides.*
*For those users that have an Admin account, you will see a dropdown menu on the right that has the settings seen above.
My Scheduler

This is the main screen for each individual that is setting up appointments.

The first tab sets up the schedule:

1. Click on Set up My Availability Times button.

2. Choose if the time slot will be once or repeated.
If it is a repeated time slot:

1. Choose Daily, Weekly, or Multi-Date Picker
2. The Start and End Dates
3. The Start and End Times
4. The Location – Building & Room Number
5. Then click on Save Availability Times
Appointment Scheduler Settings

Appointment Settings

On the second tab, you will find the settings for your appointments.

1. Advance Bookings: 12 hours
2. Cancelling Bookings: 24 hours
3. Public Calendar: 2 weeks
4. LibStaffer (not used): disabled
The following are additional mandatory questions for all users. You are welcome to add to these but please do not take these questions away.

1. Student Number *
2. Student Phone Number – For Cancellations Only *
3. Course Number *
4. Brief Description of Help Needed

*Required Fields
Appointment Instructions/Description

These are the Basic Instructions/Descriptions that we have included for each account. You may use these or tweak to fit your department.

Please keep in mind if you tweak that you at least use these as minimum guidelines.

Guidelines:

- Appointments must be either 20 min or 50 min in duration
- Students may only make one appointment per week
- Cancellations must be made 24 hours in advance
- If the student has 2 NO shows they will not be allowed to make any more appointments

Expectations:

Students

- Will come to their session on time and prepared by bringing any relevant course materials, such as textbook, notes etc.
- Recognize that the tutor will not do their work
- Understand that the tutor is not responsible for their grade
- May request a specific tutor but are not guaranteed to work with him/her every time
- Are aware that the tutoring session will last no longer than the scheduled time

Tutors

- Are prepared to work on students’ goals for the tutoring session
- Will treat students as independent learners, taking into account their input, opinions, and levels of understanding
- Will ask questions to check for understanding
- Will not help with tests, exams or quizzes
Limit Appointment Registrations to certain Email Domain Names

*Please do not use anything other than:

@live.spcollege.edu, @spcollege.edu

Automated Email Responses

Confirmation Emails

When a student or tutor schedules an appointment, an automated email will be generated and sent to both parties.

**If you are NOT receiving emails but students are showing up for appointments please let me know.
Cancellation Emails

The cancellation emails are generated when either a student cancels or a tutor cancels an appointment.

Additional Emails

In addition to the confirmation and cancellation emails, two more emails are there if you would like to set them up. Currently they are not active, but to activate them all you need to do is:

1. Click on No Reminder or No Follow up
2. Choose an option
3. Then click the blue check mark
Outlook/Exchange Calendar Settings

On the 4th tab you will find the form to fill out to have your Outlook calendar sync with your Appointment calendar. The following fields will need to be filled in:

1. Server/Host: outlook.office365.com
2. Username: (this should be your SPC email address)
3. Password: (SPC password)
4. Email: (SPC Email Address)
5. Make sure to check the free/busy box at bottom so it will automatically cancel any timeslots you might have a meeting.
6. Once you have filled in all the information make sure to SAVE so it will Sync with your Outlook Calendar.

***IF YOU UPDATE YOUR SPC PASSWORD MAKE SURE TO UPDATE IT ON LIBCAL TOO!
**MyScheduler Settings**

If you have Admin access to LibCal you will have the next features.

Please do not adjust the settings that have been created. If you need a group created or add users to a group please let Courtney know and she will make the adjustments. You are welcome to view the groups and settings, but please do not change anything. These settings affect how other pages operate.

1. **Creating New Groups**

   ![Creating New Groups](image1)

2. **Associating Categories to a Group**

   ![Associating Categories to a Group](image2)
3. Adding Users to a Group

![Image of Add Users to Group]

4. Editing Group Properties

![Image of Edit Group]
Making a Tutoring Appointment

https://spcollege.libcal.com

This is the current homepage for making tutoring appointments. Students or tutors can choose a subject and location for making a tutoring appointment then follow the next few steps.
Select a Tutor and Duration of Appointment

The student will:

1. Select a Subject
2. Select a Tutor
3. Select a Session Length
   a.  20 min (Regular Session)
   b.  50 min (Extended Session)
   c.  20 min (Faculty Requested Appointment)
Guidelines and Expectations for Appointment

Schedule a Tutoring Appointment

Book an appointment for yourself or your group using the categories and times below. We always offer walk-in help on a first come, first served, basis.

With: Luis Oval
Type: Regular Session (20 minutes)

Guidelines:
- Appointments must be either 20 min or 50 min in duration
- Students may only make one appointment per week
- Cancellations must be made 24 hours in advance
- If the student has 2 NO shows they will not be allowed to make any more appointments

Expectations:

Students
- WILL come to their sessions on time and prepared

Spaces and Room Bookings

Use our online tool to book study rooms and other spaces in the library.

Book a Room!
Select a Date and Time

The dates and times that are available for the tutor will be visible. Remember they must schedule 12 hours in advance! If you do not see an available timeslot then that means the tutor is busy during that time.
The student will input the following information into the form then submit.

1. Name
2. Email
3. Student Number
4. Student Phone Number – For Cancellations Only
5. Course Number
6. Brief Description of Help Needed

Again, these are just the required questions that need to be filled out, you are welcome to add to these questions if you need to.
How to Change an Appointment

If you are at this part of the form and need to change the date, time or tutor you can use the CHANGE link in the upper right hand corner to make these changes.
Alternate Page for Making a Tutoring Appointment

https://spcollege.libcal.com/appointments/

The alternate page has the same information just a different look. I just wanted to make others aware in case you happen to stumble upon this page and wonder why it looks different.

1. Select Subject/Location
2. Select Date
Make an Appointment

Book an appointment for yourself or your group using the categories and times below. We always offer walk-in help on a first come, first served, basis.

1. Select Appointment Type & Staff member:
   - Online Tutoring
   - Clearwater Accounting Tutoring
   - Clearwater Computer Tutoring
   - Clearwater EAP Tutoring
   - Clearwater Research Consultation
   - Clearwater Math Tutoring
     - Regular Session (20 minutes)
     - No preference
     - Christopher Cain
     - Carol Clark
     - Madeleine Boerner
     - Lila Zen
   - Clearwater Science Tutoring
   - Clearwater Spanish Tutoring
   - Clearwater Writing Tutoring
   - Downtown Computer Tutoring
   - Downtown Math Tutoring
   - Downtown Science Tutoring
   - Downtown Writing Tutoring
   - Midtown Math Tutoring
   - Midtown Writing Tutoring

2. Select Date:

3. Select Time:
   - Friday, March 23, 2018
   - 10:00am
   - 10:30am
   - 11:00am
   - 11:30am
   - 12:00pm
   - 12:30pm

3. Select Time
4. Fill in student information.
No Shows/Cancellations

If **YOU** need to cancel an appointment:

1. Click on Cancel Appointment Button bottom right
2. Click on OK — It will automatically send an email to the Student letting them know that their appointment has been cancelled. If the student cancels the appointment, it will generate an email to the student, and it will reopen the timeslot on your calendar.
Adding Internal Notes

If you have a No Show or Cancellation, Please go into the appointment and write a note in the Internal Note field. This will allow us to keep up with how many No Shows and Cancellations we receive.