

Set Up and Schedule Meetings

Aviso's meeting scheduler allows students to set up meetings with different offices, or with specific members of their success team. Each support service in the college has either virtual, face-to-face, or both services available for scheduling. (Faculty should see Meeting With Students Using Aviso for faculty, on the [Aviso support web site](#).)

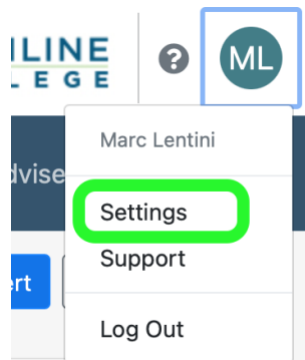
A few key points:

- The meeting tool automatically syncs up with your calendar and will not allow students to schedule meetings for times you already have blocked out.
- Virtual and face-to-face meeting availability can be scheduled at the same times of day, but need to be added as separate meeting options.

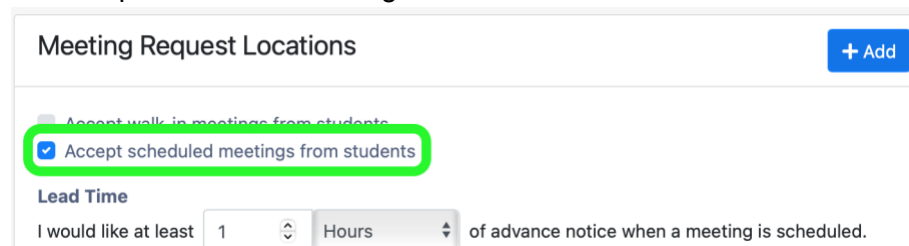
Departments should spend some time determining how to make appointment schedules available to students. For help with discussing the options, contact the Aviso team at aviso@highline.edu.

Set available times for student appointments

1. From the Home screen, click your profile icon in the top right corner, then click Settings.



2. Once in Settings, scroll down until you find "Meeting Request Locations". Check the box next to "Accept scheduled meetings from students".



3. Fill in your desired “Lead Time”. This determines how much advance notice you want before a meeting.

- You will need enough time to confirm and provide instructions to the student, but not so much that you’re not available when a student needs it.
- Your department may have guidelines. In the absence of other guidance, we recommend 24 hours.

Lead Time

I would like at least of advance notice w

Time Zone: America/Los_Angeles

Add Meeting Topics (Locations)

Aviso refers to the services provided as “Locations.” Most departments or services have two entries – one for face-to-face meetings, and one for virtual meetings. If you or your department offers both options, make sure to set up both of the locations. Also, some departments will have multiple services, which allows you to customize which are made available to students at different times.

1. Click “+Add”, which is at the top right of the Meeting Request Locations.

Meeting Request Locations + Add

Accept walk-in meetings from students
 Accept scheduled meetings from students

Lead Time

2. Select your first service location from the drop-down menu. Remember, there are two locations for each department, Virtual and Face-to-face.

Add Meeting Location

✓

- Academic Pathway Advising - Academic Pathway Advising (Face-to-Face)
- Academic Pathway Advising - Academic Pathway Advising (Virtual)
- Access Services - Access Services (Face-to-face)
- Access Services - Access Services (Virtual)
- Benefits Hub/Student Support Center - Benefits Hub/Student Support Cent

3. For each time block you are available, click on the Start and End times to fill in when you are available to meet with students.

- If you have multiple time blocks during a day, click on the Add Row button next to the location name.

Access Services - Access Services (Face-to-face) + Add Row

Sun	Mon	Tue
Start End ×	Start End ×	Start End >

4. Make sure you check the box to make the meeting times available to students.

Services

- Access Services
Services apply to both walk in and scheduled

5. Click Save to apply your settings. Students will now be able to schedule meetings with you.

Access Services
Services apply to both w

Save Cancel

Add Another Location

To add another location, click on the "+Add" button at the top right of the Meeting Request Locations settings again, and repeat the rest of the steps.

Meeting Request Locations + Add

Accept walk-in meetings from students
 Accept scheduled meetings from students

Lead Time

Tell students where to meet you

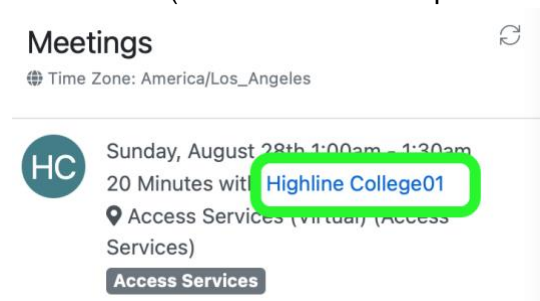
Once a student requests a meeting, it will appear in three places:

- On your Aviso Dashboard, in the Meetings module
- On your Outlook calendar
- In your Highline email.

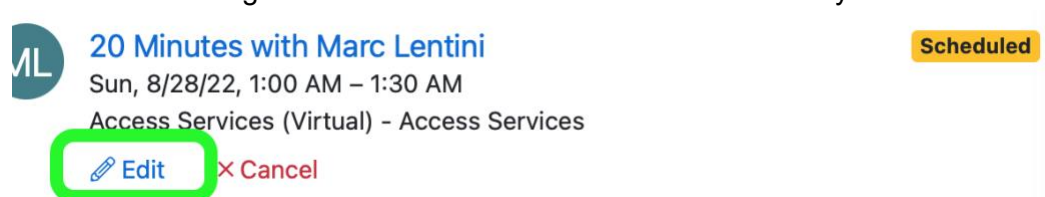
Important: The meeting will not include information about where the meeting is going to be. You will need to send those details to the student.

- You will need to update the meeting information in Aviso.
- We recommend sending the information 24-48 hours before the meeting, which also serves as a reminder to the student about the meeting.

1. Find the meeting module on your dashboard, and click on the student's name in the meeting notification. (You can also look up the student from your Caseload or the search.)



2. Scroll down in the student's list of meetings until you find the correct meeting. Newly scheduled meetings will have the word "Scheduled" in their entry. Click the Edit button.



3. In the comments box, enter your instructions.

Select course sections (optional)

Comment

Meet me on Zoom at this link: <https://zoom.us/my/MyZoomRoom>. Looking forward to it!

- Use a text/keyboard expander snippet, or keep the text of your reminder in a file so you can easily copy and paste it into meeting updates.
- Using your personal zoom room means you don't have to set up individual meetings for each student. Turn on the Waiting Room feature to ensure that only the student you're scheduled to meet with is allowed in the room.

4. Important: Click the “send new invitation” box at the bottom of the window. If you don't, the student won't receive the updated instructions.

Comment

Meet me on Zoom at this link: <https://zoom.us/my/mlentini>. Loc

- Create a meeting in your integrated work calendar and send i
- Send an updated invitation to the student

5. Click Save to send the information to the student. You will also receive an updated invitation.

