AgileGrad: Student Success Planner Guide

How to Set Appointment Hours in the Student Success Planner

1. Log in to the My Student Success Planner to set your appointment settings.
2. Click on your name, which is blue and underlined.
3. Click on the Settings tab.
4. Next, define your settings. Begin by checking only the first of the three boxes.
5. Select the **Default appointment duration** according to what is suitable for your position. Students can still request longer or shorter appointments.

6. You can integrate the Student Success Planner with your personal **Google Calendar**.

7. Next, you will want to let students know when you are available. Begin by clicking on the **edit profile** button.
8. Click on the **Set Appointment Hours** button.
9. Select hours that you are available to meet with students. Your selected time slots will appear in green. When you are finished, click on the Close button.

**IMPORTANT**: Even if your schedule changes on a daily or weekly basis, you should enter your general working hours. Otherwise, students will get a message stating that you are not available. You may want to include a message in your Additional Information section to let students know they are welcome to request an appointment with you.

10. The calendar is not integrated to your Outlook calendar. However, when a student requests an appointment, you will receive an e-mail with the appointment request that can be linked to your Outlook calendar.

11. If you have any problems, please contact the NOVA IT Help Desk by e-mail at ITHelpDesk@nvcc.edu or by phone at (703) 426-4141.