

Scheduling appointments with UASuccess

Below are instructions for scheduling an appointment in UASuccess with an instructor, advisor, or other support person on campus currently using UASuccess.

Scheduling an appointment with your instructor for office hours:

1. Login to Blackboard
2. Click the **UASuccess** link in the upper right hand corner
3. Click on the **Home** link at the top of the UASuccess page
4. Under the **Courses I'm Taking** section, you will see your instructors listed. Click on **See available appointments** to schedule an appointment.
5. Click on one of the bold dates on the calendar to see dates for available office hours.
6. Click on the **Sign Up** icon once you find a date and time that works for your schedule.
7. A new window will appear to "Add Appointment".
 - a. Select a **Reason** (Ex. Course tutoring)
 - b. Enter a **Detailed Description** of why you are scheduling the appointment
 - c. Select the **Course**
 - d. Click **Submit**
 - e. The instructor's calendar should now list your name in the time slot selected
8. Click on the **Home** link at the top.
9. You should see your appointment in the **Appointments** section
 - a. If you need to make any changes to your appointment, click on the calendar icon next to your appointment.

Scheduling an appointment with your assigned advisor:

1. Login to Blackboard
2. Click the **UASuccess** link in the upper right hand corner
3. Click on the **Home** link at the top of the UASuccess page
4. Under the **My Success Network** section, you will see your advisor listed. Click on **See available appointments**.
5. Click on one of the bold dates on the calendar to see dates for available office hours.
6. Click on the **Sign Up** icon once you find a date and time that works for your schedule.
7. A new window will appear to "Add Appointment".
 - a. Select a **Reason** (Ex. Academic Advising)
 - b. Enter a **Detailed Description** (Ex. Discuss spring 2014 schedule)
 - c. Click **Submit**
 - d. The advisors calendar should now list your name in the time slot selected
8. Click on the **Home** link at the top.
9. You should see your appointment in the **Appointments** section
 - a. If you need to make any changes to your appointment, click on the calendar icon next to your appointment.

For students considering changing majors or finding additional resources on campus:

1. Click on the **Success Network** link at the top of UASuccess. This will pull up a list of Services.

- a. You can either scroll through the list of services or type a keyword or last name in the search box on the upper right hand side under your name.
2. When the results display in the Services and/or Members tab, click on the link for the service or name of the person you need.
3. If there are Service Members displayed that have entered office hours, click the **Schedule Online** link to schedule an appointment.
4. Click on one of the bold dates on the calendar to see dates for available office hours.
5. Click on the **Sign Up** icon once you find a date and time that works for your schedule.
6. A new window will appear to "Add Appointment".
 - a. Select a **Reason** (Ex. Academic Advising)
 - b. Enter a **Detailed Description** (Ex. Discuss spring 2014 schedule)
 - c. Click **Submit**
 - d. The calendar should now list your name in the time slot selected
7. Click on the **Home** link at the top.
8. You should see your appointment in the **Appointments** section
 - a. If you need to make any changes to your appointment, click on the calendar icon next to your appointment.