

**Setting Up Your Appointment Availability in MC Advantage**

1. Make sure you have set-up your Google calendar (a function of your Gmail).

2. Go to MC Advantage and Click on the “My Availability” tab at the top of the “Advisor” homepage.

3. Set your Appointment constraints under “Edit Appointment Constraints.” This configuration allows you: 1) to require that students set an appointment with you a certain number of hours in advance; and 2) to set the default length of each appointment. Hover over the question mark icons by each option for more information. Click “Update Constraints” to confirm your choices.

4. Now, back on the My Availability page, find the “Times Available” menu. This is the menu where you will create your availability for students to schedule appointments through the platform. If you have created available previously, they may show up in pink, indicating that they are inactive because of the date. You can either edit each availability to activate them again, or delete the old ones and create new ones. Click the “Actions” drop down cursor on the menu’s left-hand side and select “Add Time” or “Delete Time.”

5. When choosing to add a time, a new window will open, headed by “I’m available on...” Select the days and times you would like to leave open for meetings with students (typically your “office hours.”)

6. The “For” selection allows you to define what type of meeting times you are creating. “Appointments” are used for general advising / student matters with individuals, while “Campaigns” are generally used for scheduling appointments with many students for the same matter (ex: registration of your advisees for the coming semester). Select your preferred options.

For ”Class Registration Campaigns” be sure to click the tab that says “Campaigns” and not Drop-ins or Appointments.

For student services be sure to select Class Registration.

7. Select the duration for which you would like to hold this time slot open. Then, use the drop-down menu to select your location. This should populate as “Advisor’s Office.”

8. Next, select the student services options you prefer. Here you can designate what student issues this appointment availability is intended to serve. Click “Save” when you are finished.

9. The platform can automatically block students from scheduling appointments when you are “busy” in your selected time frame (such as with other, preexisting appointments). To access this feature, you must sync your Google calendar with the platform. To do this, click on the “Calendar” icon on the blue ribbon on the left-hand side of your screen.

10. On the page that appears, select the “Subscriptions” tab at the top. Click “Set-up Free/Busy Integration.”

11. Click “Connect with Google.” Next, “Allow” GradesFirst to have offline access. You will be taken back to the Subscription page. Finally, once there again, select your email address in the drop down menu for both options on the right-hand side: “Calendar for Two-Way Sync” and “Calendars for Free-Busy Sync.” Save and update. Once this is done, the EAB platform will not allow students to schedule during your selected availability if a pre-existing appointment exists on your Google calendar. (Note: The platform automatically incorporates pre-existing student appointments and the times you are teaching, as indicated in Banner.)