Student appointments made easy

with Calendly

Problem

The appointment dance

Student: Hi Teacher! I need to talk to you. Can I come to your office at 12:30?

You: Hi Student. Unfortunately, I have a class at that time. My office hours are listed on the syllabus. Can you come then?

… hours, maybe days, go by …

Student: I have to work then. Can we meet at 1pm today?

You: The class I mentioned doesn't end until 1:15, and I have another class right after that.

and so on..

An easier alternative

Student: Hi Teacher! I need to talk to you. Can I come to your office at 12:30?

You: Hi Student. Unfortunately, I have a class at that time. My office hours are listed on the syllabus. If those don't work for you, you can schedule yourself at your convenience at http://calendly.com/myname/office-hours. I'll see you soon!

Calendly

- Allows anyone to schedule a session with you
- Can create different "event types"
  - You set availability, limits, restrictions, etc.
- Each event type has its own unique URL
  - **https://calendly.com/**_username_**/**_event_
  - https://calendly.com/wjdenny/kdoseopi
- Calendly syncs with your Outlook/Calendar
  - shows only available slots
- Free version allows one active event type at a time.
- $8— $10/month for paid version
  - discounts for teams of 10 or more.

Tips & Tricks

- Give the URL to students as needed, by email or text message.
- Advisors, counselors, and OPI raters can give the URL to staff for scheduling students.
- Put the URL on your syllabus and instruct students to use it.
- Create different events for different types of meetings (a quick office visit, a longer conference, etc.)
- Create different events for different meeting lengths (15 minute, 30 minute, etc.)
- Get rid of "office hours". Using Calendly, any free time in your work-day can be available for office hours.