

For Advisors & Staff  
**S&T Connect**  
**How to Schedule Appointments/Record Meeting Outcomes**



## **Schedule Meetings**

Once your S&T Connect calendar is populated with Office Hours or Group Sessions, students may schedule through S&T Connect. As the calendar owner (or someone's calendar manager) you may also schedule Appointments/Group Sessions and document Outcomes.

When you are ready to schedule meetings with students, you have a few options.

## **Add Individual Appointments:**

### **Schedule From the Add Appointment Button:**

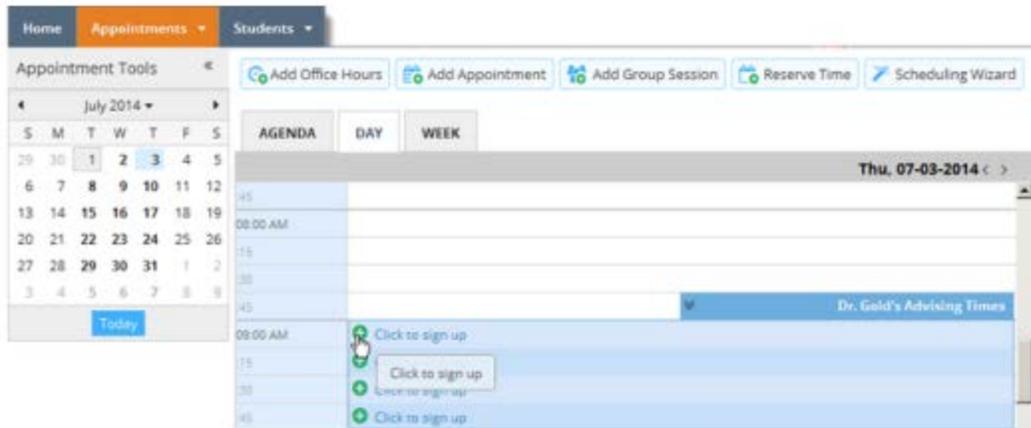
- Click the **Add Appointment** button at the top of your Appointments tab or on the Home page. This will open the Create Appointment dialog to which you can add the details of the meeting.

### **Schedule From Within a Student Folder**

- Click the **Add Appointment** icon or the from within the Student Folder. When this option is selected, the student will be populated for the Create Appointment dialog, and you can add the remaining details of the meeting.

### **Schedule From an Existing Office Hour Block**

- If you are in the Day or Week View of your Starfish calendar, you can click the **green plus icon** in an existing block to schedule an Appointment at that time, and you can add the remaining details of the meeting.

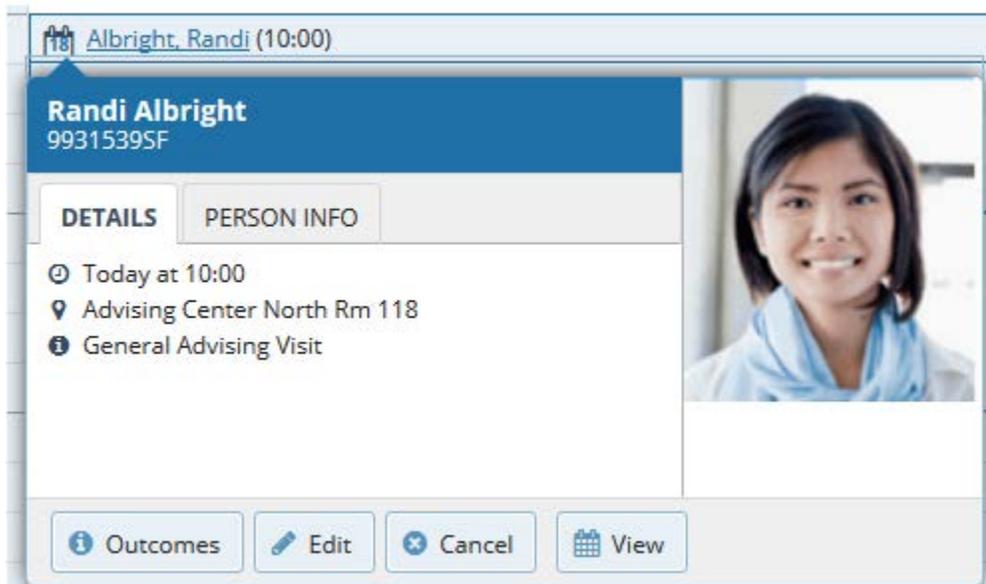


\*For all of the above, you will need to add meeting details for the appointment.

## Record Meeting Outcomes

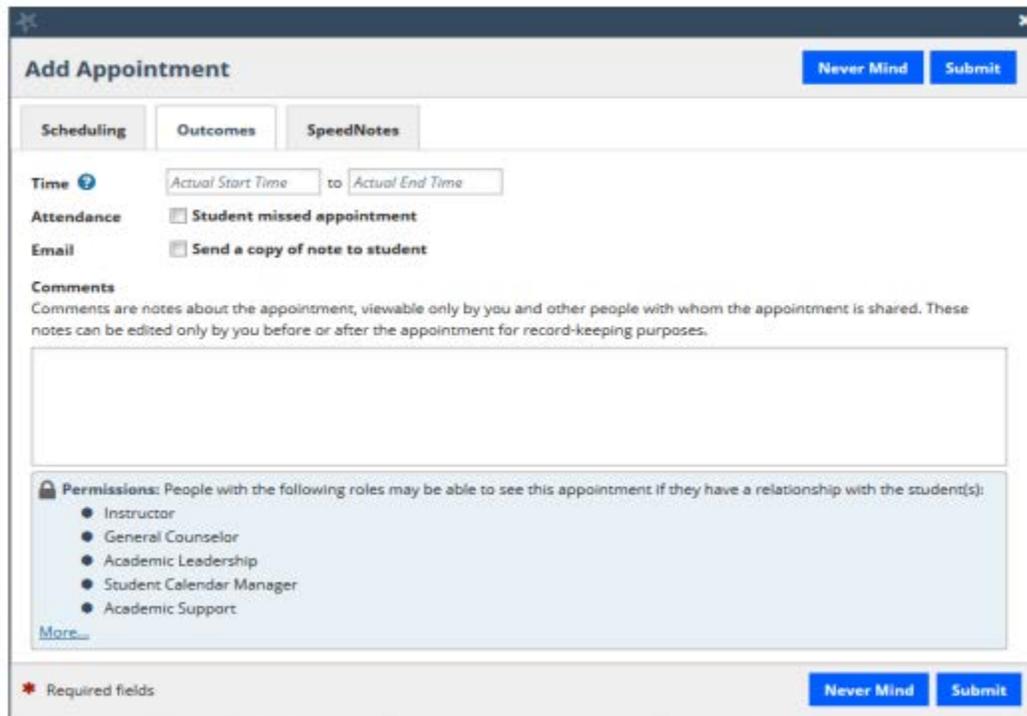
There are several things that S&T Connect helps you to document for your meetings.

Hover over the appointment (calendar) icon associated with the desired appointment to open the appointments pop-up card. From that card, select the **Outcomes** button from the menu to record outcomes from the meeting.



## Document Results on the Outcomes Tab

From the Outcomes tab, you can record the details of the meeting, including the actual start and end time, attendance, and comments from the meeting.



The screenshot shows the 'Add Appointment' form with the 'Outcomes' tab selected. The form includes the following sections:

- Time:** Two input fields labeled 'Actual Start Time' and 'Actual End Time' with a 'to' separator between them.
- Attendance:** A checkbox labeled 'Student missed appointment'.
- Email:** A checkbox labeled 'Send a copy of note to student'.
- Comments:** A text area with a placeholder text: 'Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.'
- Permissions:** A section titled 'Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):' with a list of roles: Instructor, General Counselor, Academic Leadership, Student Calendar Manager, and Academic Support. A 'More...' link is at the bottom.

At the bottom of the form, there is a red asterisk icon and the text 'Required fields'. Two buttons, 'Never Mind' and 'Submit', are located at the bottom right.

## Document the Time and Duration of Your Meeting

In some situations, a meeting may start or end before or after the scheduled time. In those cases, you can add the actual start and end time of the meeting on the Outcomes tab to account for the actual time that the meeting occurred when that time differs from the scheduled appointment time. Click on the **Scheduling** tab associated with the appointment to see the originally scheduled time.

## Document a Student "No-Show"

Check the box labeled **Student missed appointment** to indicate that the student did not show up for the appointment.

## **Provide Narrative Comments/Notes About the Meeting**

Enter notes about the meeting in the **Comments** box to document what you and the student discussed, any action items or next steps etc. When submitted, this information will be saved with the appointment information as well as on the Notes tab within the Student Folder. Visibility of this information will be driven by the roles that have permission to view this type of appointment as well as by current relationships to the student. The roles who have permission to the appointment type are listed just below the comments box in the blue box with the heading "Permissions."

If appropriate, you can check the box to send a copy of the comments as an email note the student. Students do not have access to see these comments in S&T Connect if you do not check this box.

## **Quickly Record Recurring Outcomes Through SpeedNotes**

Each Appointment Type that your institution sets up may have a set of activities associated with it that can be 'checked off' on the SpeedNotes tab. The items on this tab, and the organization of these items may be unique to each appointment type, so you may not always see the same options on this tab if for example you are meeting with one student as a tutor and another student as an advisor. If your institution does not have any SpeedNotes configured for the appointment type, the SpeedNotes tab will not be displayed.

**Edit Appointment** Never Mind Submit

SCHEDULING **OUTCOMES** SPEEDNOTES

Check off the topics discussed and activities completed in this meeting.

**Academic Advising**

<input checked="" type="checkbox"/> Academic Status Concerns	<input type="checkbox"/> Created Academic Plan
<input type="checkbox"/> Discuss Study Skills	<input type="checkbox"/> Complete Intervention
<input type="checkbox"/> Discussed Academic Goals	<input type="checkbox"/> Completed Mid-Term Progress Form
<input type="checkbox"/> Provide Academic Appeals Information	<input type="checkbox"/> Course Drop/Withdrawal
<input checked="" type="checkbox"/> Reviewed Academic Plan	

**Career Advising**

<input type="checkbox"/> Career Exploration	
---	--

**Counseling**

<input type="checkbox"/> Adjustment to College	<input type="checkbox"/> General Counseling Check-In
<input type="checkbox"/> Balancing Work/School	

**Other**

Never Mind Submit

After you have documented the duration and outcomes of the meeting, click the **Submit** button to save this information with the appointment.