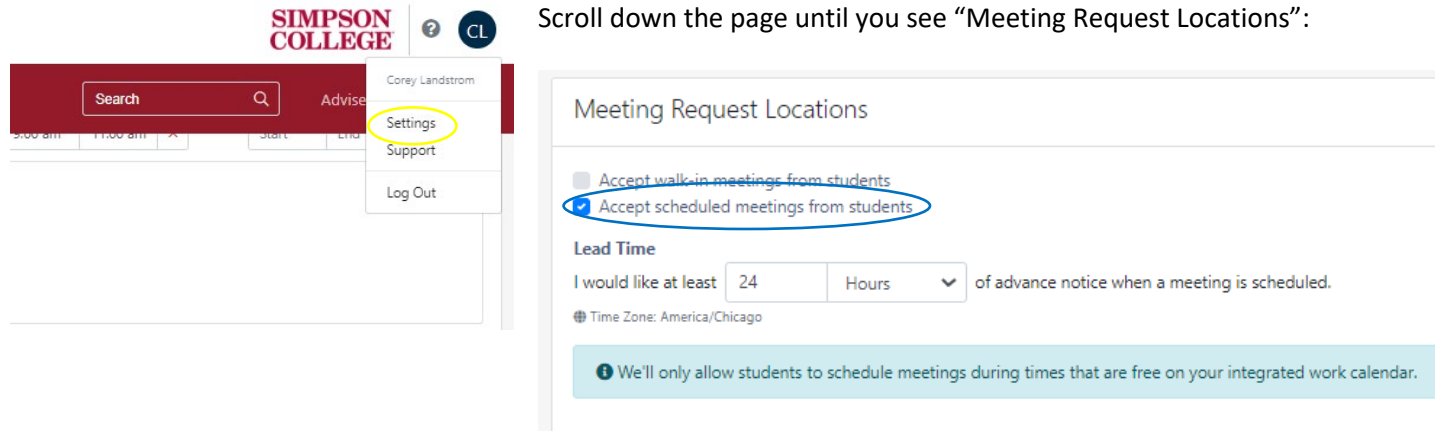| **Meetings** |
| --- |

Watermark/Aviso supports coordinating meetings with Outlook calendar so that students may schedule time with you directly through the Watermark Student app (available in both the Apple App and Google Play stores).

To set up meetings proceed to your personal settings in Aviso:

Scroll down the page until you see "Meeting Request Locations":

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Search 🔍   Advise

Settings
Support

Log Out

Meeting Request Locations

☐ Accept walk-in meetings from students
☑ Accept scheduled meetings from students

Lead Time
I would like at least [24] [Hours ▾] of advance notice when a meeting is scheduled.
⊕ Time Zone: America/Chicago

ⓘ We'll only allow students to schedule meetings during times that are free on your integrated work calendar.

Select "**Accept scheduled meetings from students**" (blue oval in left image)

You can select how much lead time you would prefer for a meeting to be scheduled.

To the far right of the Meeting Request Locations, select "**Add Row**"

In the pop-up window, select "Faculty Office"

Add Meeting Location   ✕

[▾]

[Add] [Cancel]

Click on "Add" once you have selected Indianola – Faculty Office or West Des Moines – Continuing & Graduate Programs.

Other office locations are for specific services on campus and if the individual has set up meetings.

Add Meeting Location   ✕

[Indianola - Faculty Office   ▾]

[Add] [Cancel]

Add Meeting Location   ✕

[West Des Moines - West Des Moines Campus - Continuing & Graduate Programs ▾]

[Add] [Cancel]

Indianola - Faculty Office   [+ Add Row] [🗑 Delete]

Sun			Mon			Tue			Wed			Thu			Fri			Sat		
Start	End	×	Start	End	×	Start	End	×	Start	End	×	Start	End	×	Start	End	×	Start	End	×

ℹ Days and times only apply to scheduled meetings.

Services

☐ Advising   ☐ Career Advice   ☐ Current Course Conversation

ℹ Services apply to both walk in and scheduled meetings.

[💾 Save] [✕ Cancel]

Once you have selected location, the following calendar options will populate your Meeting Request Locations. Here you will select the hours that students can select when they seek the schedule a meeting.

Mon

8:30 am	End	×

Choose Time

Time	8:30 am
Hour	●———
Minute	——●—

[Now]   [Done]

For each day, use the slider to select both the hour/minutes for the start of your chosen meeting time window and the end time. When you have the time(s) you want, select "Done."

Mon			Tue			Wed			Thu			Fri		
8:30 am	11:30 am	×	Start	End	×	Start	End	×	2:00 pm	4:00 pm	×	Start	End	×

As you set times, they will populate as shown above. If you have multiple time blocks on a given day, select "Add Row" to have more options for a given day:

Indianola - Faculty Office   [+ Add Row] [🗑 Delete]

Sun			Mon			Tue			Wed			Thu			Fri			Sat		
Start	End	×	8:30 am	11:30 am	×	Start	End	×	Start	End	×	2:00 pm	4:00 pm	×	Start	End	×	Start	End	×
Start	End	×	3:00 pm	3:00 pm	×	Start	End	×	Start	End	×	Start	End	×	Start	End	×	Start	End	×

Once you have your desired times set, proceed to select confirm the types of conversations that may happen during these meetings.

Services

☐ Advising   ☐ Career Advice   ☐ Current Course Conversation

ℹ Services apply to both walk in and scheduled meetings.

[💾 Save] [✕ Cancel]

Currently, three "Services" are identified with meetings for Indianola – Faculty Office and West Des Moines – Continuing & Graduate Programs. They are: Advising, Career Advice, Current Course Conversation. Select the ones you wish to make available for students and when finished select "Save."

Using Aviso Calendars in Outlook

In concert with setting up your availabilities in Aviso, you may want to be sure those times are marked in your Outlook calendar so that you don't schedule over the times you've made available for students. *This is not necessary to use the Meetings tool in Aviso and rather for your own meeting management.*

In Outlook, select the times on the days you have set aside, create a new calendar appointment but be sure to mark the appointment as "Free":
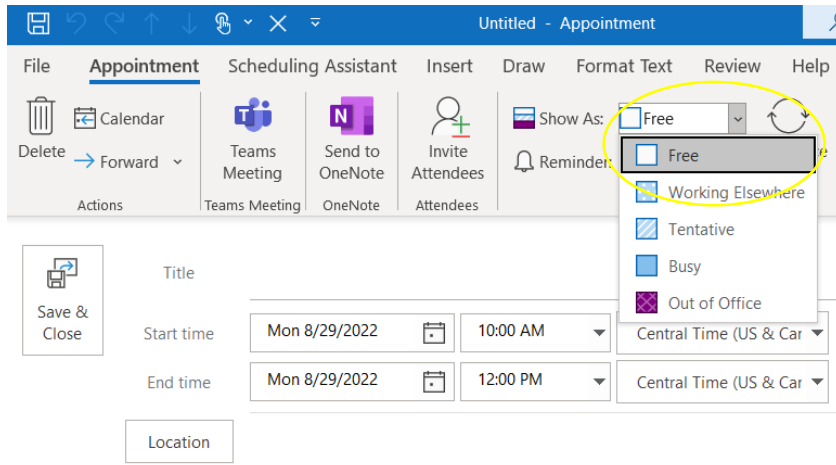
Repeat this for each time you've identified in the Aviso meetings set up.

If these recurring times during the semester, remember to set meetings up as a recurring meeting in your Outlook calendar appointment.

This is not required to coordinate meetings through Aviso - it's only if you want to be sure you don't confirm something during that set aside time.

If a student were to schedule a time with you in person, you can set up an appointment and mark that one as "Busy" so that another student doesn't book through the Aviso app. You could also schedule that student's appointment in Aviso (directions later in this document).

Any time that you are no longer able to meet at a time you had set up in Aviso, move that time block to Busy (or Out of Office). This will preclude an appointment time from showing as available. For example, if you are away for a conference you will want to mark times as busy so that students don't make appointments while you are away.

The meeting set up is a general set up and does not provide deep, individualized options. When students proceed to scheduling a time with you, they are presented with several meeting lengths and modalities. You will want to communicate with students what your expectations are for meeting lengths and modalities. Currently, due to platform limitations only in-person meetings are available through the platform.

Below are screenshots from the iOS app, Watermark Student. This is what students will see when scheduling a meeting using the app.

When they open the app, it will show the "Home" page. They should select "Calendar" or "Menu" (blue ovals in bottom right image). If they select "Menu," they should select Communication/**Meetings**. The app will then load the Meetings page and list any currently scheduled meetings. In the example below, there are currently no meetings scheduled. The student will select the + in the bottom corner of the app to initiate the meeting scheduling process. If they started with "Calendar", they would select the + in the upper right of that screen. The Meetings window shows them all upcoming meetings.
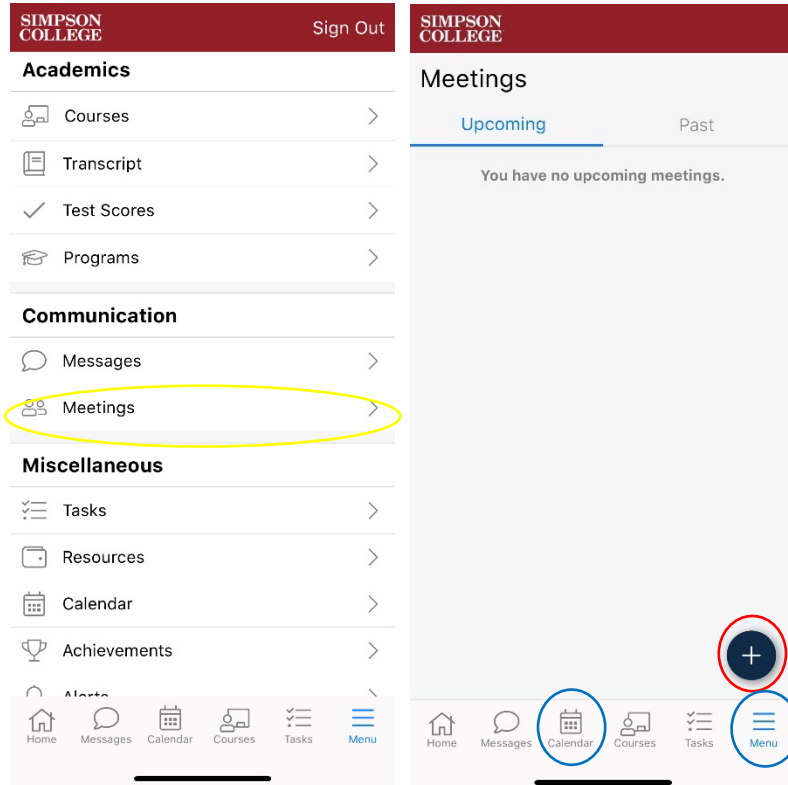
The students will then proceed through several screens (shown on next page in this document) which allow them to select:

- Location (either Indianola or West Des Moines)
- Person (whomever has meetings set up in Aviso – it is searchable)
- Topic (the topics associated with the type of meeting you set up)
- The subject of the meeting (in the app, "What is on your mind?")

Once the student has responded to those four options, they select "Next"

They are then asked, "How would you like to meet?" and presented with 15, 30, 45, and 60 minute meeting lengths and currently only in-person is an option.

Once they have selected the length and in-person, they are presented with the location option. For faculty, it is "Faculty Office". Once they have selected those options, they select, "Next".

The next step is choosing the date and time. They can either click through days or go to a specific calendar date. If your meeting days/times are what you provided in your syllabus, students should know which day/date to select. They will only have access to dates/times that fall within the times you established. If you included a lead time, that will impact availability.

The day that has availabilities will list the times available for the student (using the length of meeting they chose). They will select the time they want and select, "Finish." They will receive a message "Meeting is saved," and will select "Ok."

They can set a reminder if they wish. They can select the meeting from the list of scheduled meetings and set a reminder using the options provided.

Watermark Student app meeting process screenshots
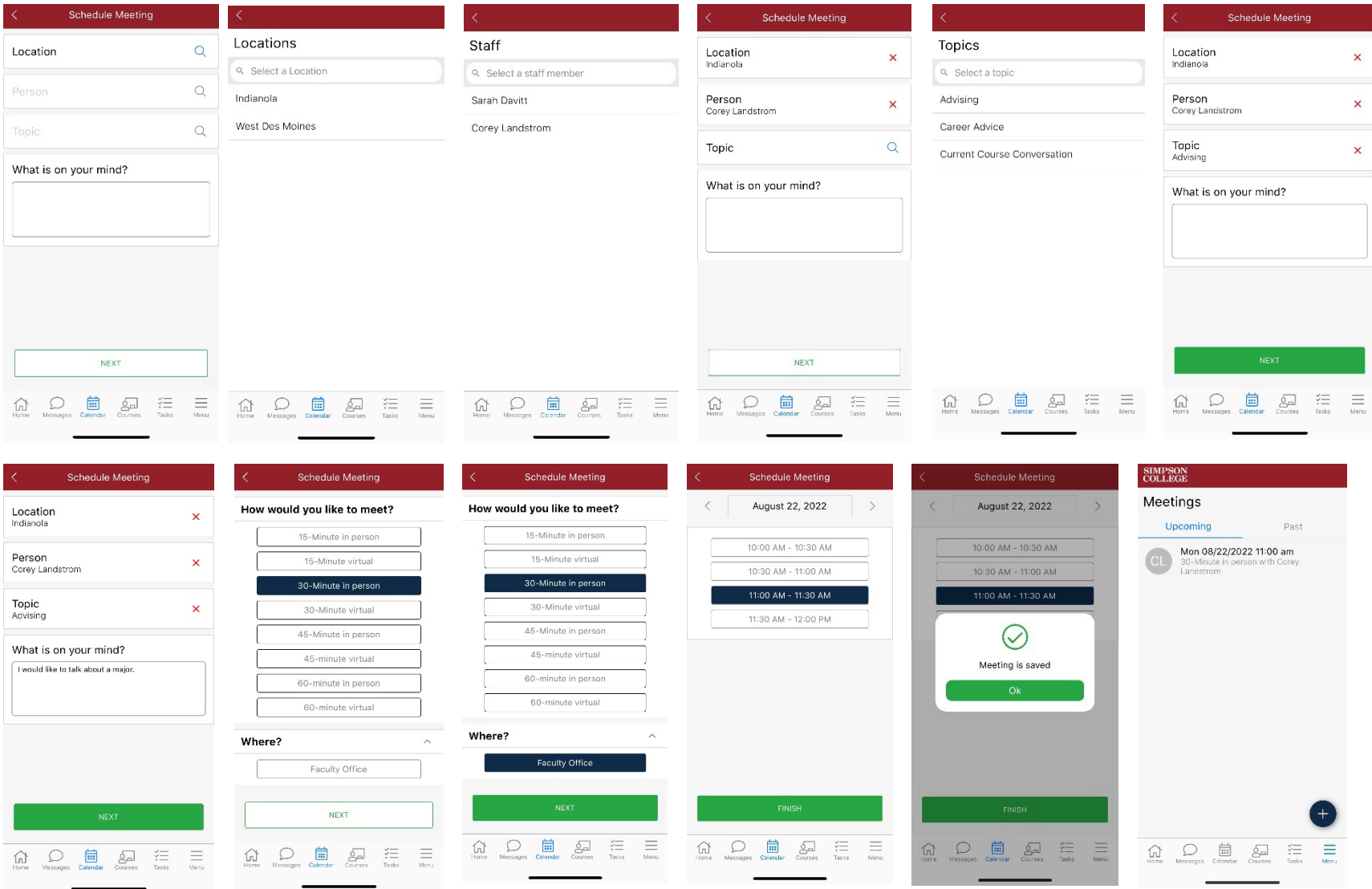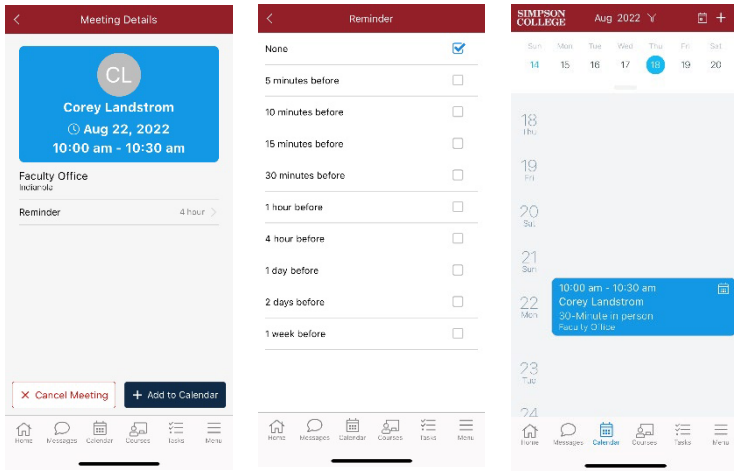
Students will see scheduled meetings on the "Calendar" tab on the bottom menu.

In the image to the immediate left, the scheduled appointment is shown on the calendar.

If selected, that will bring up the view that is the first image on this page (far left) where they can set a reminder or, cancel the meeting.

If students need to change the time of a meeting, they need to cancel the existing meeting and move through the process to schedule a new time.

Using the Aviso web platform to schedule meetings

You can schedule meetings with students using the Aviso platform. This appointment will appear in their Watermark Student app.

To schedule a meeting, begin with an individual student's Meetings tab (red oval in image below).
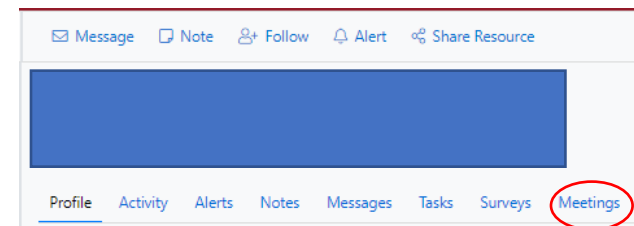
When you select meetings, the New Meeting window will pop up (image to left) after you select either meeting option (image below):

Using the New Meeting scheduler will walk you through the options a student would use if they were initiating a meeting. These map to those shared previously related to scheduling via the Watermark Student app.

|	
Date:	Select the date you want the meeting to occur and both the start and end times.
Location:	Indianola or West Des Moines
Service Delivery Location:	Select "Faculty Office"
Select the Services:	Advising, Career Advice, Current Course Conversation
Select the Meeting Type:	Length of meeting (currently only in-person meetings are an option)
Course Sections:	Select the course section if relevant (the student's courses will populate)
Comment:	Enter a comment if needed.

Check the "*Create a meeting in your integrated work calendar and send an invitation to the student*" so that the meeting **is synced** to your Outlook calendar.


Canceling or Changing a Scheduled Meeting

If you need to cancel or change a meeting that has been scheduled, proceed to the student's profile and select the Meetings tab. Locate your meeting on their currently listed meetings.
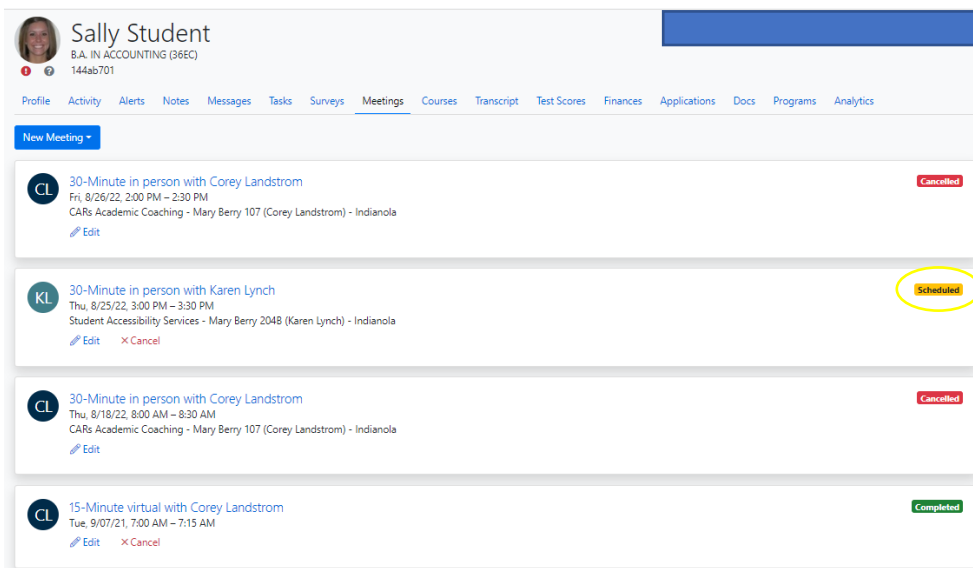
Options for meetings that are scheduled include "Edit" or "Cancel" (yellow oval in left image). If you select, "Edit", a pop-up window will load, and you can make changes to the existing meeting.

The location, service delivery location, services, meeting type, course section (if selected), and comments from original meeting will auto-fill.
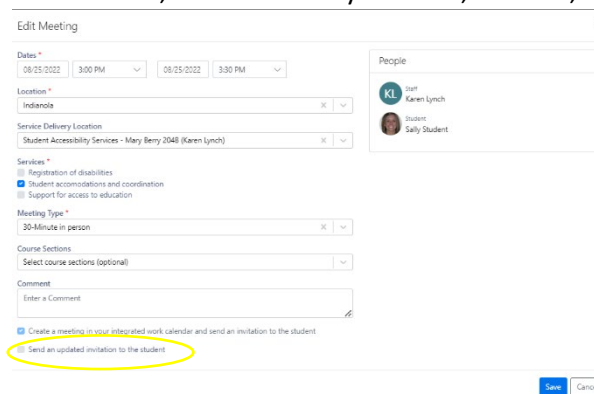
Change the date/times as needed. Be sure to check "Send an updated invitation to the student." (yellow oval in left image).

If you wish to cancel an existing meeting, select "Cancel" select Cancel which is located next to the "Edit" option for "Scheduled" meetings.

Confirmation

The following window will open:

Are you sure you want to cancel this meeting

Select "OK" to cancel the meeting.

✓ Ok   Cancel

Meeting statuses

The student meeting tab will show all meetings and their respective status:

Scheduled (yellow highlight box)
Completed (green highlight box)
Cancelled (red highlight box)

Outlook calendar view

Opening the calendar appointment will show the organizer as "Aviso Calendar" showing this was created using the Watermark Student app.

Additionally, it will provide the student's name, the topic, any comments they entered, their student ID, their email address, and the type and length of meeting.

Monday
22

Corey Landst | Hold for Students

ⓘ Accepted on 8/14/2022 1:12 PM.

Corey Landstrom <> Corey Landstrom

Organizer	○ Aviso Calendar
Time	Monday, August 22, 2022 10:00 AM-10:30 AM
Location	
Response	✓ Accepted Change Response

Topic:
Advising

Comment:
Major

Student ID:

Student's Email:
corey.landstrom@simpson.edu

Meeting Type:
30-Minute in person