

Cranium Café

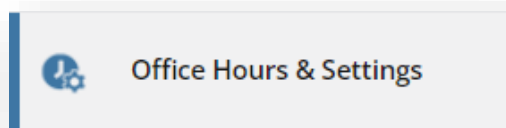
Calendar & Scheduler Settings

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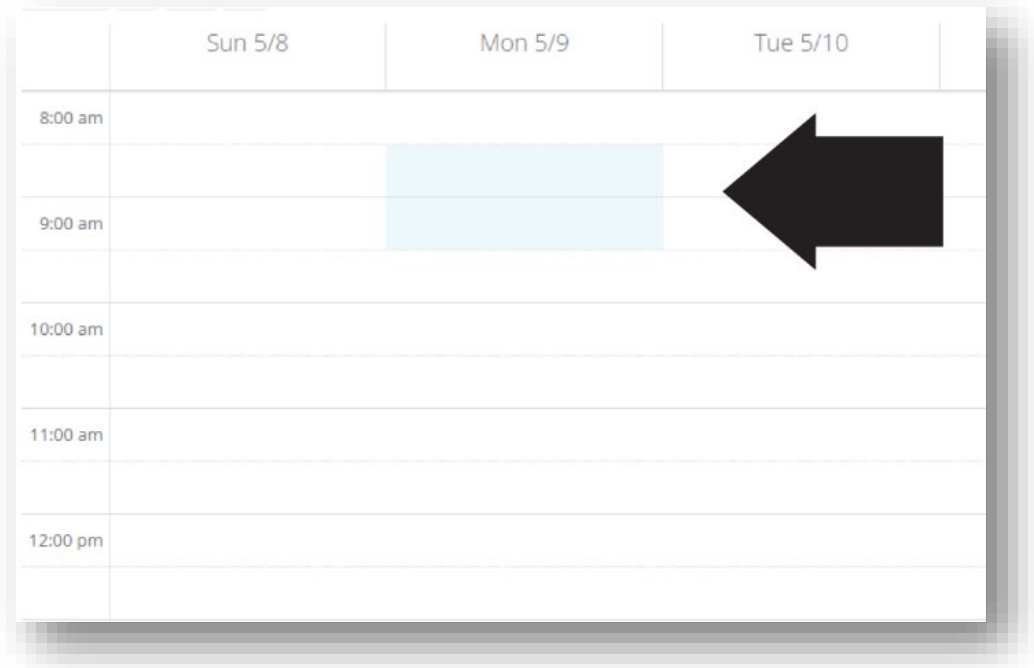
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Create Office Hours

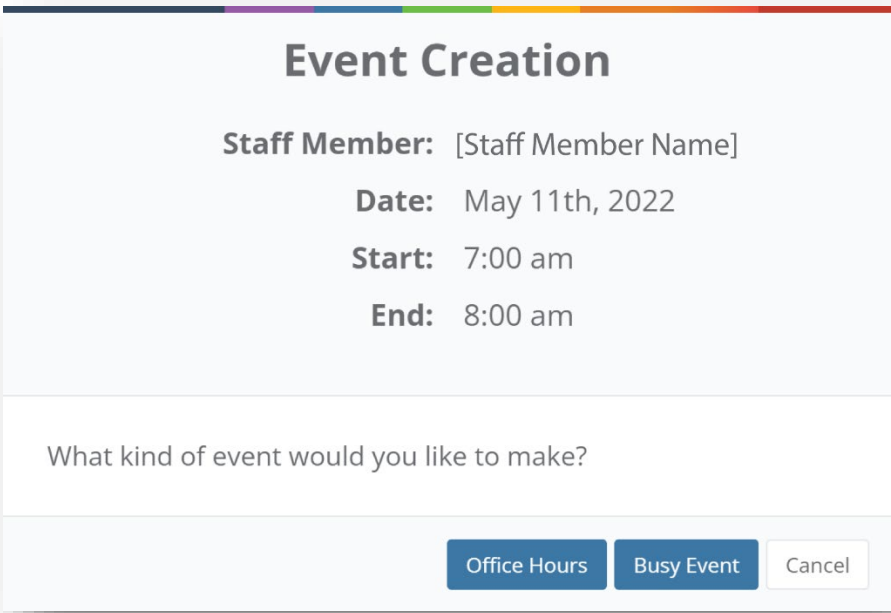
1. Select “Calendar & Scheduler Settings”



2. Click and drag on the calendar



3. “Event Creation” pop-up window



Event Creation

Staff Member: [Staff Member Name]
Date: May 11th, 2022
Start: 7:00 am
End: 8:00 am

What kind of event would you like to make?

Office Hours Busy Event Cancel

4. Select “Office Hours”

Office Hours

5. “Create Office Hour” pop up

Create Office Hour

Staff Member: Hung H Nguyen

Start Time: 06:45 am **End Time:** 08:00 am

Date

Single Occurrence **Recurring Series**

- Select start time and end time
- Select Single Occurrence or Recurring Series

Group

SAC Student Info. Support > Student Information Support

Location:

Video **Telephone** **In Office**

locations:

SAC OFFICE

Zoom

Walk-In Office Hours:

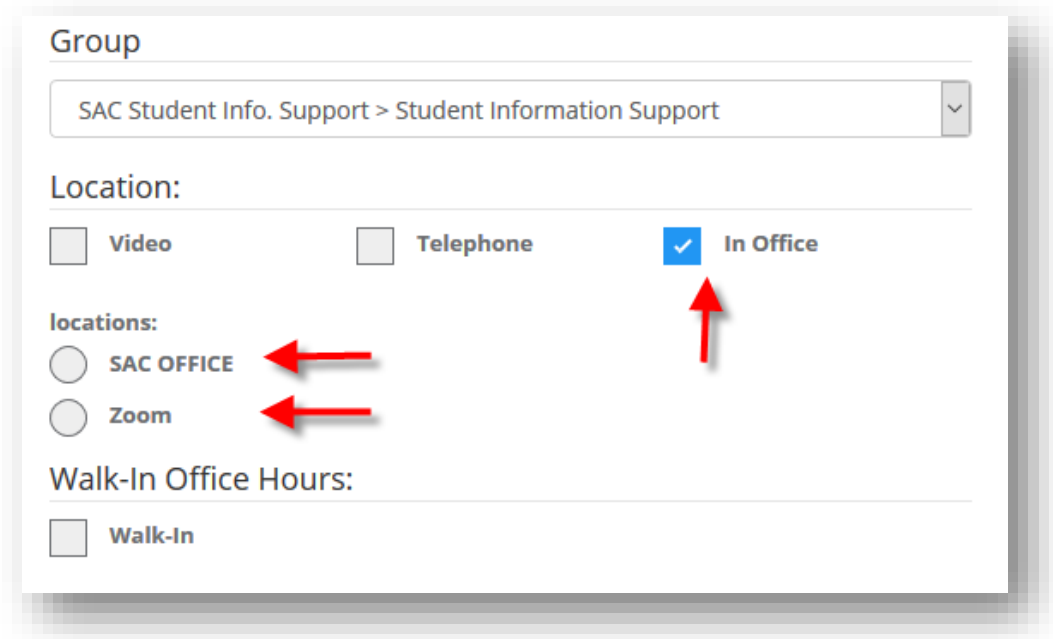
Walk-In

Comments:

- Select your group
- Select Location: Video or Telephone

6. In Office

The “locations:” list below will *only* be available if “In Office” is selected from the “Location” options. ([Edit “locations list”](#))



Group

SAC Student Info. Support > Student Information Support

Location:

Video Telephone In Office

locations:

SAC OFFICE Zoom

Walk-In Office Hours:

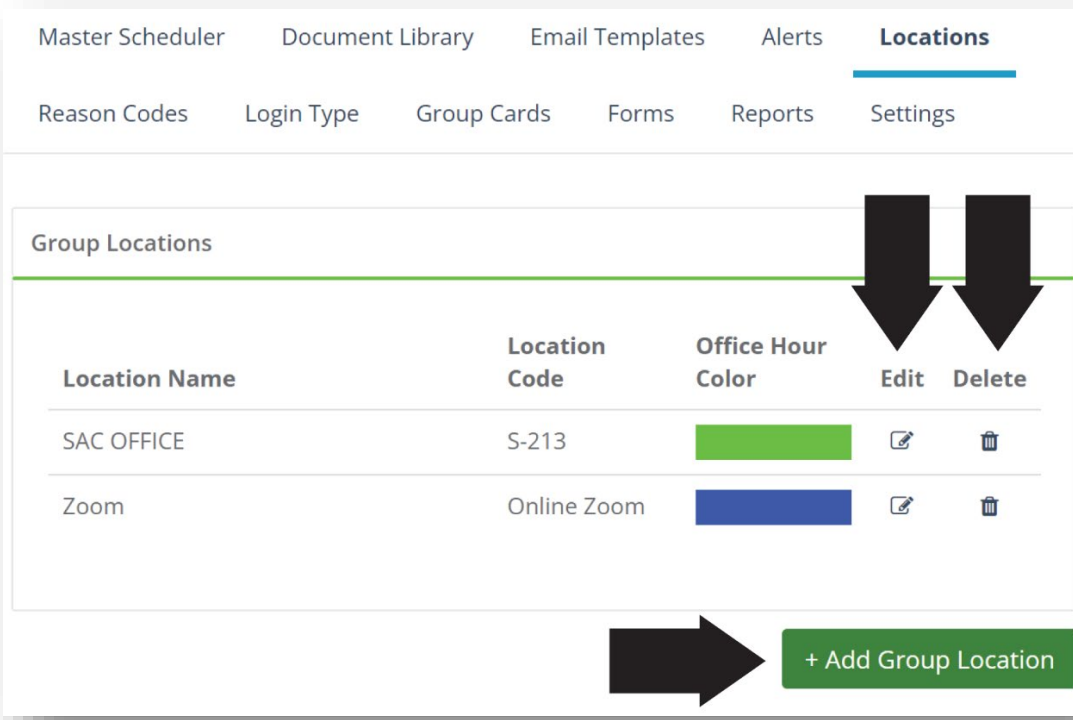
Walk-In

7. Select “Create Office Hour” button to save.

Modify “locations:” List

The “locations:” list is customized per group. Follow the steps below to edit the “locations:” list.







- Locate and select your group in “Student Support Admin” from the side navigation menu.
- Select “Locations” from your Group menu tabs.
- Use one of following options to modify the “locations:” list: “+Add Group Location”, “Edit” or “Delete”.

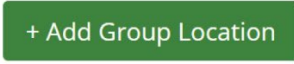


Master Scheduler Document Library Email Templates Alerts **Locations**

Reason Codes Login Type Group Cards Forms Reports Settings

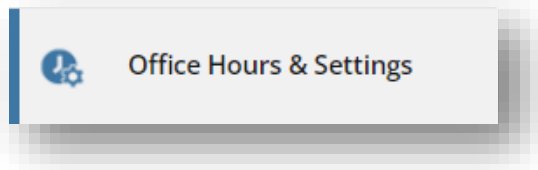
Group Locations

Location Name	Location Code	Office Hour Color	Edit	Delete
SAC OFFICE	S-213			
Zoom	Online Zoom			

 + Add Group Location

Scheduler Settings

Select Office Hours & Settings to navigate to Schedule Settings.



Office Hours **Scheduler Settings** Calendar Integration

Customize Your Schedule

Select your timezone

(UTC -07:00) America, Los Angeles ▼

Default meeting length

Unlimited ▼

Scheduler time buffer

15 minutes ▼

Set the amount of advance notice you need before users can schedule a meeting

Scheduling Time Frame Limit

1 week ▼

Set how far in advance users can schedule a meeting

Send meeting reminder

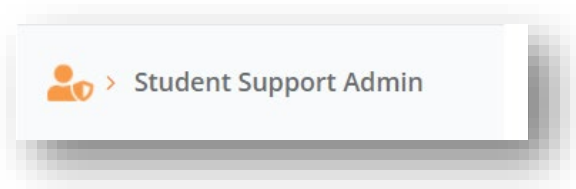
Never ▼

Save

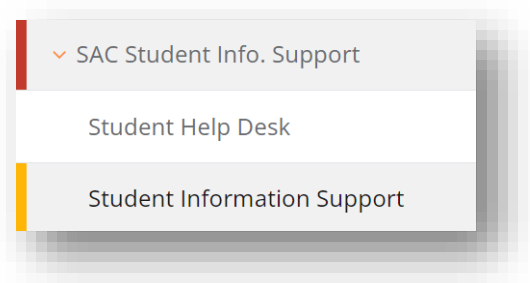
- Default meeting length: time of the meeting that you allow student to schedule. Example: 30 minutes, 1 hour, etc....
- Scheduler time buffer: How soon in advance a student can schedule a meeting. For example, if you select 15 minutes and right now is 2:50 PM, then the student cannot schedule a meeting with you before 3:05 PM
- Scheduling time frame limit: how far in advance do you want student to schedule ahead
- Send meeting reminder: how early you want the system to send the reminder before meeting.

Create Office hours for your team (manager role)

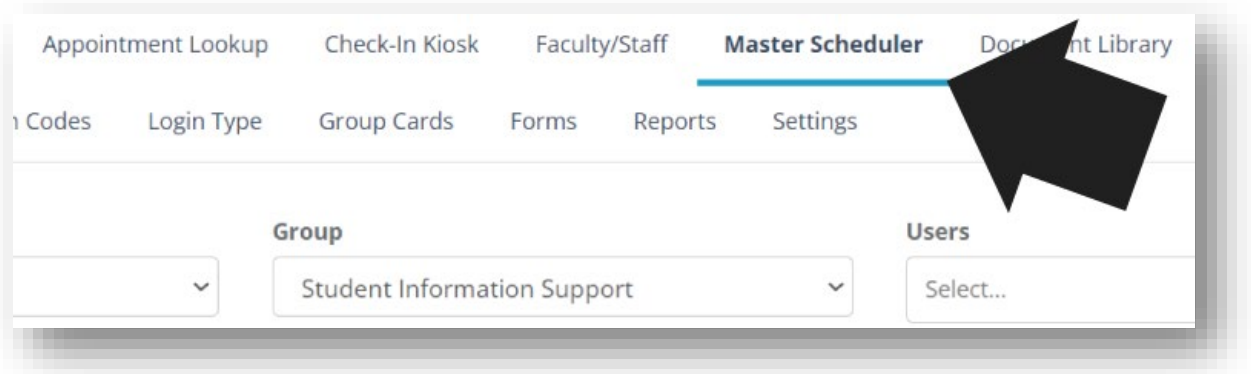
1. Select “Student Support Admin”



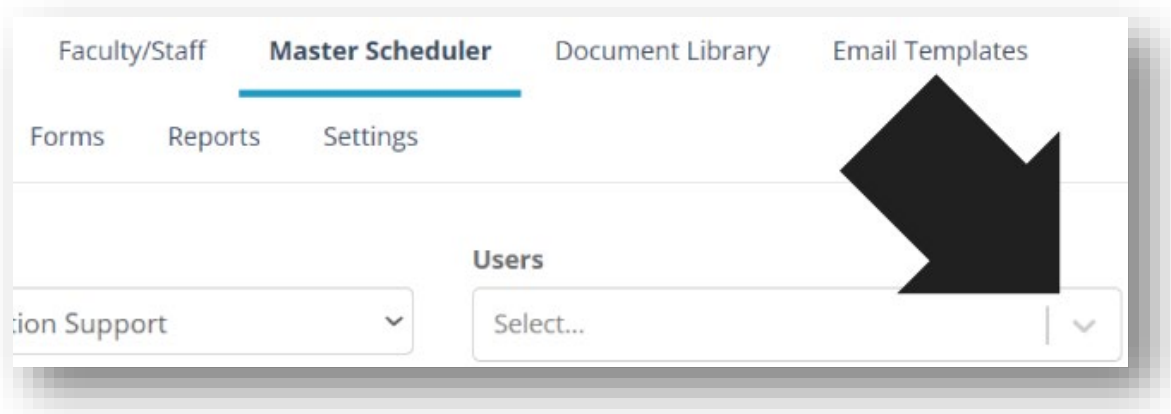
2. Select the department/group



3. Select “Master Scheduler”



4. Select the user

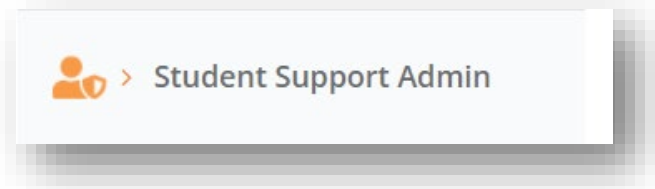


5. Go to [Creating office hours - Step 1](#) above and follow the steps to set up the Office Hours for your team.

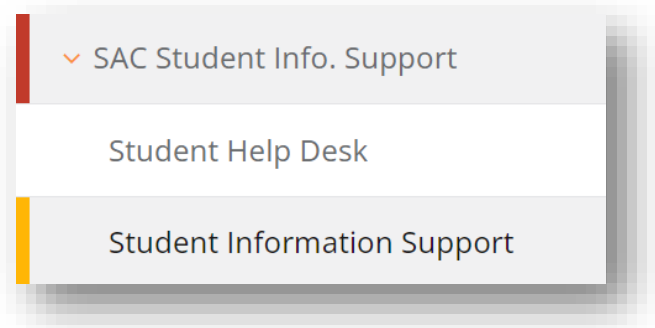
Front Desk Agent schedule appointment for Staff

Follow the steps below to schedule department staff from one easy place.

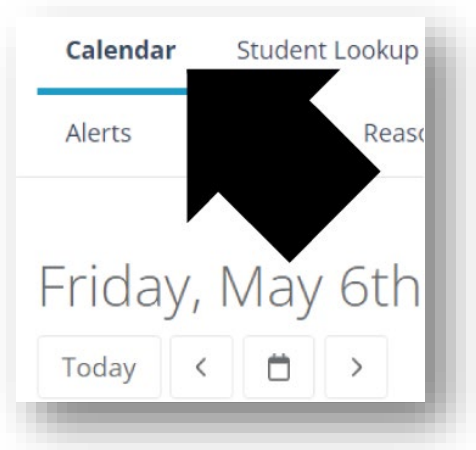
1. Select “Student Support Admin”



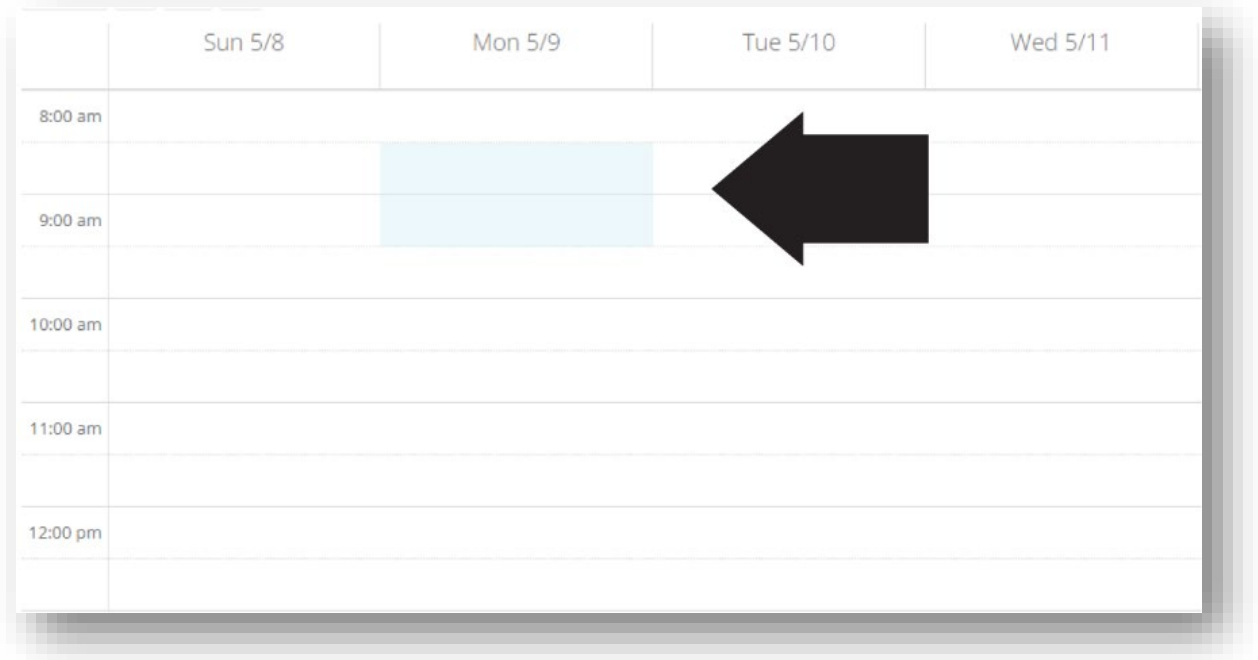
2. Select the department/group



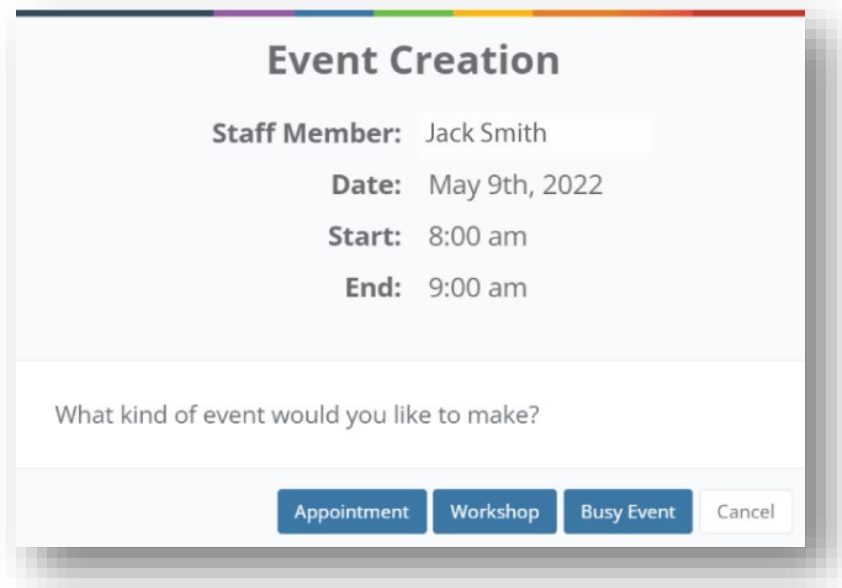
3. Select Calendar



4. Select the desired time from the calendar



5. "Event Creation" will pop up, Select Appointment



6. Fill in the student information and other relevant information for the appointment.

Create Meeting

Staff Member: [Staff Member Name]

Start Time: 08:00 am **End Time:** 09:00 am

Date:

Date: 05/10/2022

Attendees:

Meeting Type: One-to-one Group

Search for an attendee

Add a New Student

Location:

Video

Telephone

SAC OFFICE

Zoom

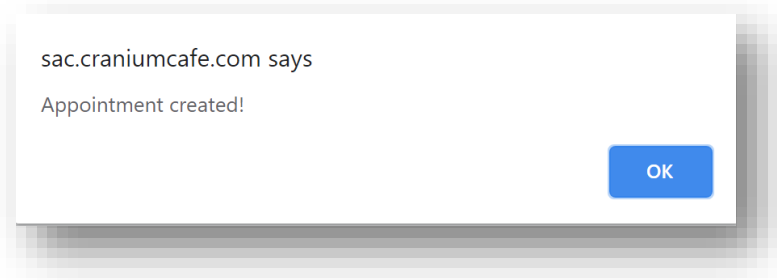
Reason Codes:

Abbreviated Education Plan

Subject:

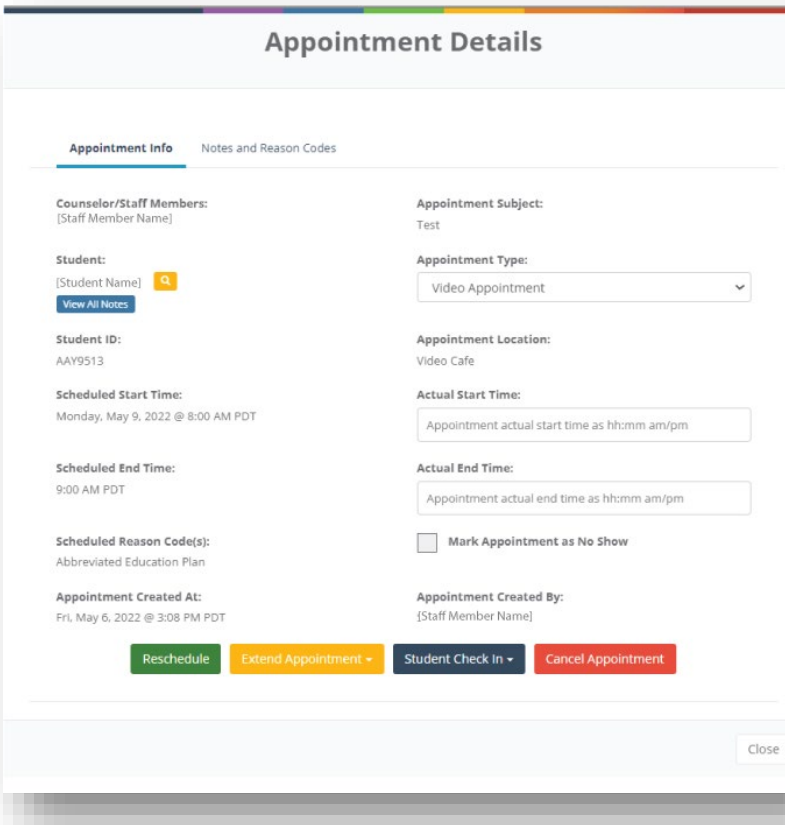
Meeting Subject

7. Select the “Create Meeting” button to save




Modify appointment

Navigate to your group and open the Calendar to locate and select the appointment. Review your modification options in the “Appointment Details” window below.



Appointment Details

Appointment Info Notes and Reason Codes

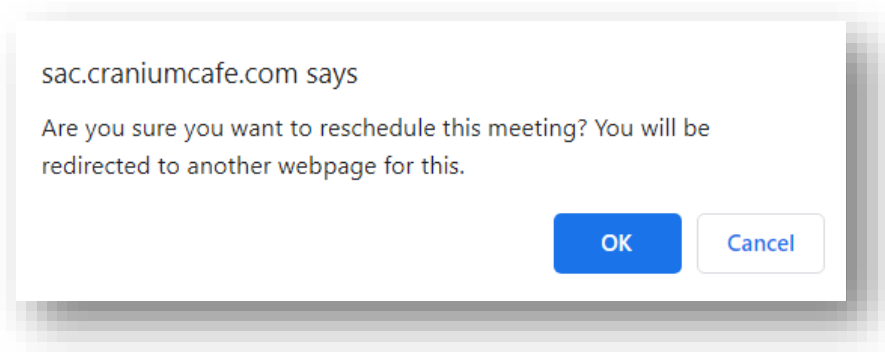
Counselor/Staff Members: [Staff Member Name]	Appointment Subject: Test
Student: [Student Name]  View All Notes	Appointment Type: Video Appointment
Student ID: AAV9513	Appointment Location: Video Cafe
Scheduled Start Time: Monday, May 9, 2022 @ 8:00 AM PDT	Actual Start Time: Appointment actual start time as hh:mm am/pm
Scheduled End Time: 9:00 AM PDT	Actual End Time: Appointment actual end time as hh:mm am/pm
Scheduled Reason Code(s): Abbreviated Education Plan	<input type="checkbox"/> Mark Appointment as No Show
Appointment Created At: Fri, May 6, 2022 @ 3:08 PM PDT	Appointment Created By: [Staff Member Name]

[Reschedule](#) [Extend Appointment -](#) [Student Check In -](#) [Cancel Appointment](#)

Close

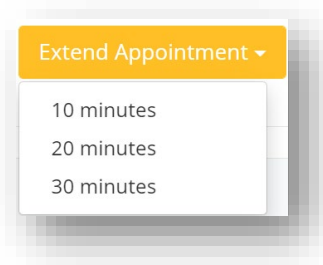
Select Reschedule

Once you select “OK” you will receive the option to change the appointment date based on your schedule in the system.

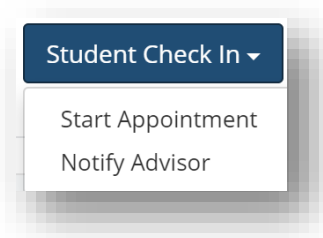


Extend appointment

Select the desired extension time and close the window.



Student check in



Notify Advisor: Advisor will get a pop up message

Hung Test is Available

Tuesday, October 6, 2020, 10:23:30 AM PDT

Hung Test has been checked in and is ready to meet with you.
Scheduled Start Time: Tuesday, October 6, 2020 @ 10:00 AM PDT

Close

Cancel appointment

Enter the reason for cancellation and select okay

sac.craniumcafe.com says

Are you sure you want to cancel this meeting? Enter reason below

OK Cancel