

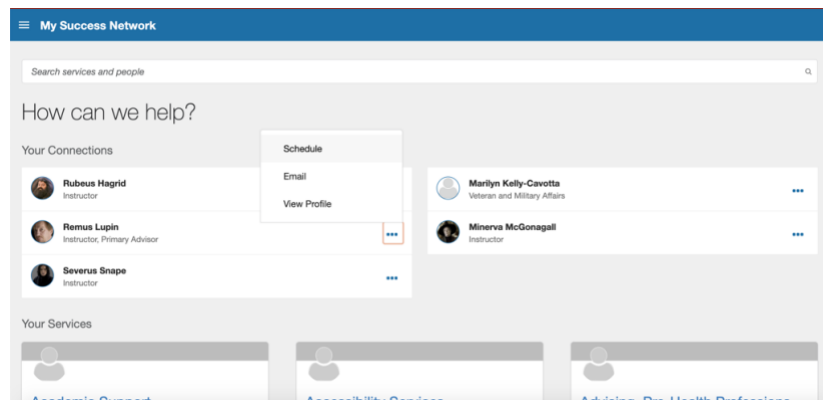


Student View of Faculty Calendar

Once a faculty calendar is set up, the only person who has access to view or edit the calendar is the Momentum user that created it. Students are not able to view a faculty member's calendar. When a student chooses to schedule an appointment, they are only presented with available times, and do not see any calendar entries.

If you have chosen to import your google calendar, students are not able to view your calendar entries from google.

When a student starts the process of scheduling an appointment, they access their advisor or instructor on their landing page in Momentum. They then click on the 3 dots and choose "Schedule":



The student is then prompted to choose what kind of appointment they would like:

Schedule Appointment

Remus Lupin
Instructor, Primary Advisor

What do you need help with?

Advising

<input type="radio"/> Complete Withdrawal	<input type="radio"/> Course Withdrawal
<input type="radio"/> Financial Aid	<input type="radio"/> First-year advising
<input type="radio"/> General Advising Visit	<input type="radio"/> Graduation Requirements
<input type="radio"/> Internship information	<input type="radio"/> Major advising

[CANCEL](#) [CONTINUE](#)

Once the student chooses the appointment type, the next window will provide options for meeting times. These options are based on the Office Hours you created in Momentum.

Schedule Appointment

Remus Lupin
Instructor, Primary Advisor

What day and time works for you?

The appointment times you see do not overlap with your already scheduled appointments.

07-01-2020 → 07-03-2020 **Show:** All session types

← July 2020 →

Thursday, July 02 6 available

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25						

Time	Duration
<input type="radio"/> 9:00 am - 9:30 am Zoom	30m
<input type="radio"/> 9:30 am - 10:00 am Zoom	30m
<input type="radio"/> 10:00 am - 10:30 am Zoom	30m
<input type="radio"/> 10:30 am - 11:00 am Zoom	30m

[BACK](#) [CONTINUE](#)

After the student selects the date and time for the appointment, they are prompted to confirm the appointment:

Schedule Appointment

Remus Lupin
Instructor, Primary Advisor

Does this look correct?

Field	Value
Date and Time	Thursday, July 02 10:00 am - 10:30 am
Location	Zoom Please use my Personal ID to access Zoom meeting
Reason for Visit	Major advising Change
Course	Add a course
If you want, tell us a little bit about what's going on so we can help	

[BACK](#) [CONFIRM](#)

Once they click “Confirm”, the appointment is set and both the student and the faculty receive a confirmation email of the appointment.