Accessing APLUS Google Calendar

- Go to https://aplus.umn.edu and login
- Click calendar on left navigation bar
- Follow prompts to allow APLUS access to your Google Calendar
- Click on Google Authorization URL
- Click Grant Access on the pop-up message
- Your Google Calendar should now pop-up on your APLUS calendar

Calendar Basics

**Calendar Tabs**

- **Calendar**: Allows you to add or remove colleagues’ calendars in your work unit from your view.
  (Note: If you want to expand access to your Google Calendar to colleagues outside of your work unit, you will have to exit out of APLUS and add via your Google Calendar.)

- **Options**: Allows you to adjust the settings when viewing filled or canceled appointment slots.

- **Expand**: The arrow icon in the black box gives you the option to expand your calendar to full screen view or move to a new page.

Date navigation

- You can navigate the days or weeks by using the arrows or by picking a date using the calendar icon in the upper right corner.
- You can view calendar information by Day, Fullweek (7 days), or Week (Monday-Friday).

Agenda & Front Desk views

- **Agenda** (grouped by day): Student appointments have a color-coded label on the right side of their name, indicating the current status of the appointment (Incomplete, Scheduled, Late, No-Show, Canceled, or Attended).

- **Frontdesk**: Allows users to see all daily events sorted by adviser or staff within the selected college or department. Users must be subscribed to an adviser/career counselor’s calendar to see their events.
Calendar Preferences

- Click on Preferences in left navigation
- The Preferences link brings you to a page with four options: General, Calendar, Web Scheduling, and Permissions.

General
- Default tab: designate the tab you want to view when you open APLUS.
- Default view: choose the student group you want to see when you open APLUS
- Records Per Page: select the number of records you want displayed on a single page.
  Remember to save your changes.

Calendar
- Defaults: Manage the view and functions of your calendar.
- Notifications: Manage the emails generated to students before and after an appointment.
- Front Desk: Adjust the appearance of your front desk calendar view.

Access: Determine who can view and manage your calendar. You may grant others access to your calendar through either your regular Google Calendar account or through APLUS, but access adjusted within APLUS is limited to those in your work unit.
- To start using web scheduling, grant access to APLUS by clicking the Grant Access button. Remember to save your changes.
- To add a particular person, click on your unit in the drop down menu. You can then filter by role and person, then click Add Staff.
- It is important to select Make changes AND manage sharing or the individual won’t be able to create events on your calendar.
Web Scheduling

- **General**: Used to set up scheduling parameters, such as how far in advance students can schedule and cancel appointments and the maximum number of appointments that can be scheduled online per week. Remember to save your changes.

- **Filters**: Guide students who are scheduling online to appropriate appointment slots. You may make your own personal filters by selecting *Private* or share them with your unit by selecting *Public*. Name your filter, then, set up your filter by creating groups with specific attributes are to be included or excluded. Remember to click *Create Filter* when done.

- **Intake**: Users with specific approvals, usually supervisors, can create questionnaires called Intake Processes, which students complete prior to scheduling an appointment. Students’ completed intake forms can be viewed in the APLUS calendar or the student’s contact log.

- **URLs**: Create web addresses, or URLs, which you can direct students to for online appointment scheduling. Check the *Active URL* box once you’re done setting it up. (Uncheck it later if you want to take the URL offline). Name your URL prefix. You can add optional banner text and contact information to the online scheduling page. Select the appropriate place to link the URL. You may click *Preview* to view what your URL will look like to students. Click *Create URL* to save.
Appointments

• To create a new appointment in APLUS, click on the day and time you’d like to create the new event. Hold and drag to adjust the appointment length. A dialogue box pops up with the title *Create a New Appointment, Walk-In, Etc.* When you enter the student’s name, x.500, or EMPLID, the dialogue box will expand.

• If you are scheduling the appointment on an adviser’s behalf, you may select their name from the drop down list of calendars to which you have access. You may also wish to fill in optional fields here, including tags, who initiated the appointment (Unit and Direction), *Comments* (any information entered here will automatically be copied to the student’s PeopleSoft record), *Prep Notes* for the adviser, and email notification options. Click *Create Appointment* to add the appointment in APLUS and Google calendars.

• *Walk-in* tab in appointment are created similarly to appointments.
Appointment Slots
Allows you to set up or reserve dedicated times and dates in your calendar for appointments.

- Click on the day and time you’d like to set up appointment slots. Hold and drag to adjust the length of time.
- Click on the Appointment Slots tab in the pop-up window.
- Change the What field to indicate for what type of appointments you are reserving this block of time.
- To allow more than one student, indicate number under Allow a maximum of ___ student(s) per slot
- Choose either Offer as single appointment slot or Offer as slots of: ___ minutes
- Choose type: appointment, walk-in, workshop
- Check Web Accessible box to make appointment slots available to students for online scheduling; if you choose this option, then select your chosen filter from the drop down menu; if you wish to make the appointment slot available to only certain students, click the Private button.
- Click Create Slots. If you made the appointment slots private, reopen the appointment, and a URL will appear. You can copy and share with the appropriate students.
- To create a series of recurring events, make sure the event is Public then check the Repeat box; fill in the necessary fields.
**Group Appointment or Workshop**
- Select date & time and Create Event.
- Click Appointment Slots.
- Select maximum number of students per slot: Allow a maximum of ___ student(s) per slot.
- Select how to block the appointment: Choose either Offer as single appointment slot or Offer as slots of: __ minutes.
- Under Type click Workshop.
- Click Create Slots.
- Add students by clicking on the open appointment block, then click Book Appt, add the student’s information and click Create Appointment

Comments entered for the first student added to a Workshop will copy to ALL attendees.

- To export your list of workshop attendees, click the appointment block then Export List.
- If you need to remove a student from the list, open the appointment block, click the box next to the students name, and click Marked as Canceled.

**Make a change to an event**
- Click and drag to move the event around the calendar. You may also click and open the event to modify the contents. Only a future appointment may be deleted. Remember to save your changes.
- To change a repeating event select the event and click Edit. Make your change and click Save Changes. Depending on the change you are making, you will see one or more option as to how the event should be changed. Keep in mind that if you select to change following events or all events, individual events that you have changed earlier may be overwritten.

**Check-in View**
- Enter a student name, x.500, or EmplID.
- Previous, current, and future appointments will show up in the dialogue box.
- Click Check-in for Appointment - a status will automatically be assigned to the appointment; to change the status, simply click on it and a drop-down will appear.
- If there is no scheduled appointment, an option to create a New Walk-in is displayed and can be created.
- Click Clear Profile to return to search.

**Single Events**
Single Events are those not directly related to APLUS. For example, a staff or committee meeting. Single events are set up similarly to appointments, but are not recorded elsewhere in APLUS.

**Questions?**
Please direct any questions to your college or the CLA Office for Application Development at classoad@umn.edu.