



Faculty/Staff how to Set up Appointment Campaigns in TCLAW

1. Appointment availability must be set first. See separate instructions.
2. Select appointment campaigns from the options on the right side of your screen.



3. Select appointment campaign from “I want to create a new...” area on right



TEXAS SOUTHERN UNIVERSITY

Actions

- I want to...
- Issue an Alert

Quick Links

- Take me to...
- Schedule a General Event
- Record Class Attendance
- Manage Assignments
- School Information
- Download Center for Reports
- Campaigns...
- Appointment Campaigns

4. Name it something that makes sense and is individual to you so that you may find it again. Include your name if others in your department also use campaigns.
5. Select advising from campaign type drop-down.
6. Do not change “slots per time” – is set at 1, unless you are doing a campaign for group advising sessions.
7. Select reason, these are the student services that are available. You must have availability for this same student service in your appointment availability.
8. Select date range for the campaign. This can be edited at a later time – for example when adding additional availability and/or adding more students.



9. Set appointment length – typically 30 minutes.
10. Set appointment limit. Any number >1 means individual students can use the same email/link to schedule more appointments. We recommend keeping this at 1.
11. Select your location and click continue.
12. Search for students - search criteria or select only your students. Search criteria can use any combination or available criteria. Note: if you teach courses do not select the “Invite All My Assigned Students” option. This will include all student who are assigned to your courses this semester in addition to your advisees. In the Advanced Search function, you can search for students that are assigned to you as their advisor.
13. On the list of students, the box next to NAME will select all on the list or individual students can be selected and click continue.
14. Next screen allows you to review the list of students and de-select any you wish to remove from the campaign. Click continue.
15. Add yourself as the advisors to the campaign. Make sure the button is checked on the top right of the staff list.

Include Appointment Availabilities?

16. The next screen allows you to Compose you email message that will be sent to students. Compose a subject line for your message
17. Compose your message. Instructions or notes – example “when arriving for appointment, come directly to my office” or “when arriving for appointment, check in at department office” etc. Instructions for making an appointment will be automatically included in the campaign email you do not need to add them in this section.
18. Review your message, preview what the email looks like to students, and preview what students see when they click the link. Click continue.
19. Check all details in final review screen. Click send to launch the campaign.

During/after campaign

- ✓ Can be used to see who has yet to schedule an appointment.
- ✓ Can re-send campaign.
- ✓ Can edit the campaign (add more students, extend campaign).
- ✓ Can see campaign stats at a glance

NAME	STATS
Post mid-term FA 17 probation ADVISING 10/17/2017 - 11/17/2017	Appts. Made (48%) Reports Created (100%) Attend. Rate (40%)