

# Getting Started with the Calendar

## Accessing APLUS Calendar

- Go to <https://aplus.umn.edu> and login
- Click the calendar icon on the upper navigation bar
- If asked to authorize access through Google, please click “Authorize” and follow the prompts to allow APLUS access to your Google Calendar
- Your Google Calendar should now pop-up on your APLUS calendar

## Calendar Basics

<b>Calendar Options</b>
Full Screen
Display Blocks Only
Display Filled Blocks
Display Canceled Appointm...
Display Workshop Events
<b>Active Calendars</b>
Add a coworker's calendar
Gerardo
APLUS Email (via Asana)
Academic dates & deadlines
Asana Calendar

### Calendar Structure

The calendar is composed of a similar view to Google Calendar, where the list of calendars that you are subscribed is shown on the left-hand side, along with a few options pertinent to APLUS events.

#### Full Screen

This gives you the option to expand your calendar to full screen view.

#### Display Blocks Only

This option will only display appointment/drop-in blocks and hide the rest of the events.

#### Display Filled Blocks

By default APLUS hides all filled appointment/drop-in blocks so it does not clutter your calendar view, this option allows you to show those hidden blocks.

#### Display Canceled Appointments

By default APLUS hides all canceled appointments so it does not clutter your calendar view, this option allows you to show those hidden appointments.

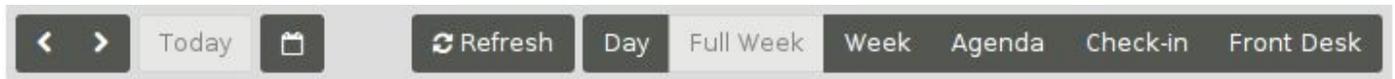
#### Display Workshop Events

By default APLUS does not show all appointments marked as “workshop”, this option allows you to show those hidden appointments.

You can always add a coworker’s calendar by typing in his/her name, X.500, or EMPLID. Also, you can make calendars you are subscribed to visible or invisible by clicking them.

**Note:** If the other person is having trouble seeing your calendar, try these steps: Remove the person from the calendar's sharing settings and then add them back.

## Date and View Navigation



### 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-left side.

### Basic Views

You can view calendar information by *Day*, *Full Week* (7 days), or *Week* (Monday-Friday)

### Agenda View

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).

Tue 07/14	12:30PM - 3:30PM	HOLD for In-person interviews (will be 1 hr.)	
	2:30PM - 4PM	Appointments	
	2:30PM - 3PM	Appt: Chelsie Roberts (#11122211)	Scheduled
	3PM - 3:30PM	Appt: Biel, Robert (#7877845)	Scheduled
	8:30AM - 12PM	NHS appts	

### Check-in View

This view will allow staff to quickly access the student profile. It will display relevant information including, previous, current, and future appointments. It also shows the status of previous and future appointments. Any status can be changed by clicking on it. Additionally, comments can be added to a contact through this interface.

If a student is checking-in for a current appointment with front-desk or an office staff, an option of "checkin" will appear.

By selecting this option and clicking **"Check-in for Appointment"** the status will be automatically assigned to the appointment. The system will determine the appropriate status based on the check-in time.

Furthermore, you can record a walk-in by selecting the options provided.

### Walk-ins

Unit  
Select a unit

Available Staff for Walk-in  
No Available Staff for Walk-in.

Create Override Walk-in

From  To

With

## Front Desk View

Allows users to see all daily events sorted by staff within the selected college or department. Users must be subscribed to staff's calendar to see their events.

## Calendar Events

### Creating Student Appointment

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. Two new panels pop up allowing the creation of student appointments, drop-ins, appointment slots and regular events.

The panel on the left-hand side "Event Details" contains all the information related to the Google event. The panel on the right "Student Details" contains all the information pertinent to a student in APLUS.

[Go Back](#) [Save Changes](#)

Appointments [Walk-ins](#) [Appointment Slots](#) [Single Events](#)

#### Event Details

Appt: JONES, James (#333223232)

**Date** **Duration**

Fri, Jul 17 2015  11:00AM 11:30AM

**Where**

190 Hanson Hall

**Calendar**

Kirk

**Description**

Enter any general description about this event.

**Event Color**

**Google Reminders**

+ Add a reminder

**Guests**

Invite a guest by entering an email address  Email Invite

#### Student Details

Enter the student name, X.500 or EMPLID

**Name**

James, Jones (#333232323)

**College(s) and Indicator(s)**

FSM RL SFH

**Appointment Status**

Scheduled

**Tags**

+ Add a tag

**Purpose Tags**

Select a tag... + Add

**Unit**

Select a unit

+ Alerts/Warnings/Exceptions

+ Comments

+ Prep Notes

+ Email Options

[Go Back](#) [Save Changes](#)

When you enter the student's name, x.500, or EMPLID, the right panel will expand with relevant information about the student.

If you are scheduling the appointment on someone's behalf, you may select their name from the drop down list of calendars on the left panel 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 staff, and email notification options.

Click **"Save Changes"** to add the appointment in APLUS and Google calendar.

## Creating Student Drop-ins

These are created similarly to appointments. However, when the two panels show up, the "Walk-ins" tab needs to be selected. See previous section for details.

## Creating Appointment Slots (Blocks)

Allows you to set up or reserve dedicated times and dates in your calendar for appointments.

1. Click on the day and time you'd like to set up appointment slots. Hold and drag to adjust the length of time.
2. Click on the **"Appointment Slots"** tab.
3. Choose the type of appointment block: *Appointments*, *Drop-ins*, *Workshops*.
4. Choose the relevant unit for this block.
5. To set the number of students per block, indicate number under: *Maximum number of student(s) per block*.
6. To allow more than one student per slot, indicate number under: *Maximum number of student(s) per slot*.
7. Click **"Save Changes"**

The screenshot shows the "Appointment Slots" configuration panel. It includes the following fields and options:

- Block type:** A dropdown menu with "Appointments" selected.
- Unit:** A dropdown menu with "Select a unit" as the placeholder.
- Maximum number of appointment(s) per block:** A dropdown menu with "1" selected.
- Maximum number of student(s) per slot:** A dropdown menu with "1" selected.
- Offer as a single appointment slot:** An unselected radio button.
- Offer as slots of:** A radio button that is selected, followed by a text input field containing "30" and the label "minutes".
- Web Accessible?:** An unselected checkbox.

## Web Accessible

1. Check the **"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 block available to only certain students, click the Private button.

**Note**, private blocks will generate a block-specific URL for the student to access that particular block.

## Repeating Events

2. You can also make it **repeat over** a period of time like once a week or every other Tuesday. Repeating events saves you the time and the effort it would take to create multiple separate events and lets you easily change all events in the series at once. This can be set at the bottom part of the *"Event Details"* panel.

The screenshot shows the "Repeating Event" configuration panel. It includes the following fields and options:

- Repeating Event:** A checked checkbox.
- Repeats:** A dropdown menu with "Weekly" selected.
- Every:** A dropdown menu with "1" selected, followed by the label "weeks".
- On:** A row of checkboxes for days of the week: SU, MO, TU, WE, TH, FR (checked), SA.
- Ends:** A row of radio buttons: "Never" (selected), "After" (with a text input field for occurrences), and "On" (with a text input field and an "End of Term" button).

## Creating Regular Google 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, the *"Single Events"* tab must be chosen.

## Changing an Event

There are two ways to update an event in APLUS Calendar.

1. Click and drag to move the event around the calendar.
2. You may also click and open the event to modify the contents.
3. Remember to save your changes.

## Repeating Events

To change a repeating event select the event. 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.

### Only this event

It will change that one event but not any other event in the series. This option is helpful when you want to change just one event, like if you have to move one week's advising block from 6pm to 7pm, but keep all the other weekly meetings at 6pm.

- When you use this option, that one event will now become an exception to the rest of the series, but will still be considered as part of the series.
- Keep in mind that if you change only one event in a series, those changes might be overwritten if you later save a change across an entire series of repeated events.

### Following events

It will change that instance as well as all future events in the series. Please know that saving this event's changes will overwrite changes you previously made to single events in the series. (With "all events," this overwrite happens for only some types of changes.)

- Here's an example of an event's changes being overwritten: You have a daily event set up for noon each day, but you change next Tuesday's meeting to be at 11am and delete next Wednesday's meeting. If you later change the series to be at 12:30 and save that change for "following events," your changed events will be reset to match all future events in the series: Tuesday's 11am event will be moved to 12:30 and Wednesday's deleted meeting will reappear and be set for 12:30.
- When you choose this option, the current and future events will essentially become a separate series from the past events. So if you later save a change to your future events using "all events," it won't affect those past events from your original series.

### 🔄 Update Recurring Event ✕

Would you like to change only this event, all events in the series, or this and all following events in the series?

Only this event

All other events in the series will remain the same.

Following events

This and all the following events will be changed.

All events

All events in the series will be changed.

Cancel

## All events

It will change that instance as well as all future and past events in the series. Please know that in some cases, All events change will overwrite changes you previously made to single events in the series. (With "Following events," this overwrite happens for all types of changes.) Individually-changed events are overwritten if you change the series' day, time, or frequency. Here's what happens:

- Your change will be made to all events in the series (including any event that you made individual changes to) and will overwrite that event's individual changes. For example, you have a daily event set up for noon each day, but you change next Tuesday's meeting to be at 11am and delete next Wednesday's meeting. You later change the series to occur every Tuesday and Wednesday and then save that change for "all events." Your changed events will be reset to match the other events in the series: Tuesday's 11am event will be moved back to noon and Wednesday's deleted meeting will reappear.

Individually-changed events are not overwritten if you don't change a series' event start time or frequency. Here's what happens:

- Your change will be made to all events in the series (including any event that you made individual changes to) and won't overwrite that event's individual changes. For example, you change the time of Friday's event in a daily series. Then if you change the event's title and save that change to "all events," every event will have the new title and Friday's special time will remain.

## **Calendar Preferences**

Please see [this](#) document for more details. Otherwise, you can find this document under APLUS > Help > Calendar.

## **Appointment Penalties**

Please see [this](#) document for more details. Otherwise, you can find this document under APLUS > Help > Calendar.

## **Questions?**

Please direct any questions to your college or the *CLA Office for Application Development* at [classoad@umn.edu](mailto:classoad@umn.edu) or give us a call at 612-625-9766.