1. Select the range of times you wish reserve for ugrad appointments as if you were creating a meeting.

2. Select “Appointment slots”
3. Enter a title for the meetings

4. Select “Edit details”
5. Enter the time breakdown for the appointments (i.e. how long each appointment should be)

6. Enter the location of the meetings
Dear Advisee,

7. Copy the link for the appointments

How does this work?

1. Create appointment slots
Pick a block of time you want to offer to others, and choose how many slots to split it up into; don’t worry, you can always change it later.

2. Share your appointment page
This is the link to your public appointment page. Anyone who has this link can book an appointment slot.

3. Guests book appointment slots
Booked appointment slots appear right on your calendar as regular events.

Create appointment slots on calendar: Shareena SAMSON
This calendar’s appointment page: https://www.google.com/calendar/selshced?sstoken=UUsyUVVUN2NEOFpWTRG1ZmF1bHR8ZWQxYTMmMmFiYjFmZDFiODg4MjdkZDdhNmE4Y2ExMWU

Title: Ugrad Telebears Appointments
This title will be used for any appointment slot booked from this block.

Time block: 11/12/2014, 11:00am to 3:00pm, 11/12/2014

Type:
- Offer as a single appointment slot
- Offer as slots of: 15 minutes

Where: 6181 Etchevery Hall

Description:

Dear Advisee,
The Faculty Advising period is from Friday, October 16th – Thursday, October 22nd. I would love to meet with you so that we can go over your schedule and you can get your Advising Code (required if you wish to sign up for Spring 2015 courses).

Please go to the following page and sign up for an appointment with me:
https://www.google.com/calendar/selfsched?sstoken=UUsyUVVUN2NEOFpWfGRIZmF1bHR8ZWQxYTJmMmFiYjFmZDFiODg4MjdkZDdhNmE4Y2ExMWU

You will need to bring 4 items:

An unofficial transcript (from BearFacts)

A completed TeleBears Form (http://engineering.berkeley.edu/student-services/register-classes-tele-bears/tele-bears-schedule-form)

A copy of the ME Curriculum (http://me.berkeley.edu/sites/default/files/undergraduate/CurriculumFlowchart.pdf)

A completed ME Degree Check Form (http://engineering.berkeley.edu/student-services/degree-requirements/degree-worksheets)

I will not be able to advise you without these documents.

Please see http://me.berkeley.edu/undergraduate/resources/advising/me-faculty-advising for more details.

—

All the best,

Shareena Samson
Undergraduate Student Affairs Officer
Mechanical Engineering
6193 Etcheverry Hall, MC #1742
Berkeley, CA 94720
Phone: 510-642-4094
Hours: MTWF 9am-12pm & 1pm-4pm | Thu 1pm-4pm

8. Copy this URL into the message you send to your advisees (the email provided is only a sample and is not meant to be used universally). Please blind copy them if you are sending to multiple students at once as some email addresses may not be publically listed.

9. As students sign up, their names will appear on your calendar.

Note: When students open the link, they will only see the slots on their own calendar, not yours. There is no danger of them seeing any calendar items on your side that are not public.