

Appointments: Offering Multiple Location Options

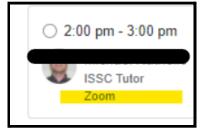
Offering appointments in more than one location? Let students know where you are, or let them choose where/how they want to meet with you!

- 1. On your Profile, make sure you have all your **Locations** set.
- 2. When you add an <u>Office Hour block</u>, **select any/all location(s)** where you will meet with students during those hours.
 - a. For example, if you are meeting students in your office only, just select that location; but if you would also meet with them via Zoom if they prefer, select both your office and Zoom.

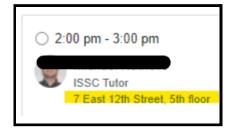


3. Here is what it looks like to the student when they make an appointment with you...

Remote appointment offering:



In person appointment offering:



Student can select where/how they want to meet; then they will be required to select their location preference:

