How to create touch point sign-ups for your module using WASS (Web Appointment Scheduling System)

Find the times and dates of your module's touch points on your timetable

1. [Log into MAP](#)

2. Scroll down the page the timetable section and follow the prompts to view your timetable.

3. In your timetable the touchpoints are coloured blue, and include the module, the time and date and the location and the teaching week.

4. You will need this information to create the corresponding touch point sign ups.

Set up your personal calendar in WASS if you have not previously used WASS

1. Log into your [WASS calendar](#) using your Aston credentials.

2. Go to the FAQs page and look for 'How do I get started using my own appointment calendar?'.

3. Once you have created your personal calendar you can create group calendars.

Create a group calendar for your module and invite staff hosting the touch points

1. Log into your WASS calendar using your Aston credentials.

2. Select **Manage Calendar(s)** and ensure there is a **tick** in your personal calendar.

3. Click **Calendar Set up** then **Create an Additional Calendar** and finally **Go**.

4. **Title your new calendar** with the code and name of your module.

5. Tick the box to make this a **Group calendar** and **Allow block overlap**

6. Once you have completed the form select **Create**.

7. You will now see your new calendar in the **Manager Calendar** view.

Invite all staff running the module touch points to the module calendar

1. From the **Manage Calendars** click on the name of your module calendar.

2. Once in inside the calendar, select **Calendar Setup** from the left hand menu.

3. Look for **Calendar's Managers** on the right hand side and click **Go**.

4. Add the staff member's **username** into the box and click **Add**.

5. In the Manage Calendars view you will now see the username of all those you have added to the calendar.

In your module calendar, create one block per touch point occurrence

1. Open your new module calendar.

2. Select **Add Block** from the left-hand menu
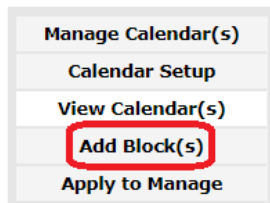
3. Update the fields from the default to those of the touch point details. Set the **Name** to be the same as the block's **Title** – this is used in the appointment email's subject line. You can add supplemental text that will be included in the email.

4. Add the **Start** and **Finish** times of the touch point.

5. Set the **Appointment Slot Size** to **None** and the **Slot Size** to **0.**
   This will enable you to set the **Max Appointments per Block**, set this to **20 people**.

6. You can set when students can start signing up for the touch point.
   You can stop them from signing up or cancelling after a certain date.
   <mark>TIP:</mark> **<mark>You may want to untick the email Notifications and Reminders</mark>**

   These are great for Personal Tutor appointments with a few students but less good if you have multiple blocks for a hundred students or more, especially if you have multiple Calendar Managers. Note that you can edit blocks to un-tick these later if you and your colleagues are drowning in unwanted emails.

7. When you have finished click **Save**. You will see this message.

8. You will now see your touchpoint in the module calendar.

9. To edit, lock or delete a block (touchpoint), go into that block and select the appropriate icon as shown below:

9.

NB: Once students start to make appointments you will begin to receive confirmation emails. You may wish to set up an Outlook rule in order to manage in-coming messages.

Check to see who has signed up for a touchpoint

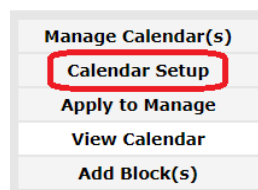1. From **View Calendar** select a block (i.e. touch point occurrence).
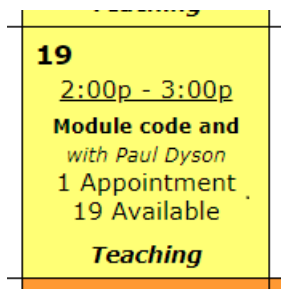
2. The block will indicate how many have signed-up and how many places are still available. Click on the block to enter it and see more details.

Copy the link to your calendar ready for circulation

1. Inside your calendar click on **Calendar Setup**

2. **Copy and save** this link – this is the link needed by students to book an appointment.

Distribute your calendar link to your students via a Blackboard Announcement
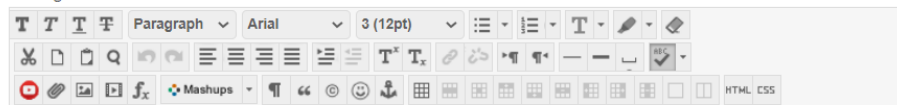
1. Create a new announcement in your Blackboard module and paste in the link to your calendar.

2. Ensure you tick the box to send your announcement as an email.

* Indicates a required field.

ANNOUNCEMENT INFORMATION

* Subject ☐ Black

Message

Path: p

WEB ANNOUNCEMENT OPTIONS

Duration ⦿ Not Date Restricted

○ Date Restricted

Email Announcement ☐ Send a copy of this announcement immediately

COURSE LINK

Click **Browse** to choose an item.

Location Browse...