

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
- Set up your personal calendar in WASS if you have not previously used WASS 1
- Create a group calendar for your module and invite staff hosting the touch points 2
- Invite all staff running the module touch points to the module calendar..... 3
- In your module calendar, create one block per touch point occurrence 4
- Check to see who has signed up for a touchpoint..... 6
- Copy the link to your calendar ready for circulation 6
- Distribute your calendar link to your students via a Blackboard Announcement..... 7

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.

Staff Timetable Lookup

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

5	6	7
<p>9:00 AM Systems Analysis [BN2235] Online Live Interactive Session Webinar wk: 2</p> <p>10:00 AM The Consultant's Tool Box [BNM885] Online Live Interactive Session Webinar wk: 2</p> <p>10:00 AM Systems Analysis [BN2235] Online Live Interactive Session Webinar wk: 2</p> <p>3:00 PM MSc Information Systems and Business Ana Main Building 550 (via F or H lift) Touchpoint wk: 2</p> <p>6:00 PM Systems Analysis [BN2235] Online Pre-Recorded Session Lecture wk: 2</p>	<p>10:00 AM BSc Business Computing and IT Year 1 Tou Main Building 417 Touchpoint wk: 2</p> <p>11:00 AM BSc Business Computing and IT Year 1 Tou Main Building 404A (via B or C lift) Main Building 404B (via B or C lift) Touchpoint wk: 2</p> <p>12:00 PM BSc Business Computing and IT Year 1 Tou Main Building G63 Touchpoint wk: 2</p> <p>6:00 PM The Consultant's Tool Box [BNM885] Online Pre-Recorded Session Self Study wk: 2</p>	

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.

Manage Calendars

To view more than 1 calendar, check boxes and click "View Caler

You own the following calendars:	
Calendar Title	Owner Name
<input checked="" type="checkbox"/> Calendar for Drake, Lucy	Drake, Lucy

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

Manage Calendar(s)

Calendar Setup

View Calendar(s)

Add Block(s)

Apply to Manage

Create Additional Calendar
Create an additional calendar for user drakes1 (Drake, Lucy).

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**

Calendar Settings

Calendar Title*

Group Calendar: ▼

Allow Block Overlap On Calendars with Same Owner

6. Once you have completed the form select **Create**.
7. You will now see your new calendar in the **Manager Calendar** view.

Manage Calendars

To view more than 1 calendar, check boxes and click "View Calend

You own the following calendars:	
Calendar Title	Owner Name
<input type="checkbox"/> Calendar for Drake, Lucy	Drake, Lucy
<input type="checkbox"/> Module code and name	Drake, Lucy

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.

Manage Calendars

To view more than 1 calendar, check boxes and click "View Calendars." To view a single calendar, click on the title.

You own the following calendars:

Calendar Title	Owner Name	Owner E-mail
<input type="checkbox"/> Calendar for Drake, Lucy	Drake, Lucy	l.drake@aston.ac.uk
<input type="checkbox"/> Module code and name	Drake, Lucy	l.drake@aston.ac.uk

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

View Calendar

Manage Calendar(s)

- Calendar Setup**
- View Calendar(s)
- Add Block(s)
- Apply to Manage

Module code: < Augus

Sun

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

Calendar's Managers

If you want to add, remove or update settings for managers of this calendar, click Go and follow the instructions.

Go

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

Your Calendar's Manager(s)

To allow someone to manage your calendar, enter their Username, set the notification and reminder flags as you want them, then click "Add".

Note: The flags below will determine which managers get appointment notifications and/or reminders.

Username	Status	Notifications	Reminders
<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Add

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

Manage Calendars

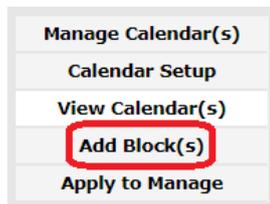
To view more than 1 calendar, check boxes and click "View Calendars." To view a single calendar, click on the title.

You own the following calendars:

Calendar Title	Owner Name	Owner E-mail	Manager(s)/Member(s)	Group?
<input type="checkbox"/> Calendar for Drake, Lucy	Drake, Lucy	l.drake@aston.ac.uk		No
<input type="checkbox"/> Module code and name	Drake, Lucy	l.drake@aston.ac.uk	dysonp2	No

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.

Title of Block:*

Name:*

E-mail:*

Telephone:

Description:

Supplemental text for appointment email:

Location:

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

Start:*  9 : 00 AM Display Time By Minutes

End:* : AM OR SET DURATION: hour

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**.

Select Appointment Slot Size:* (minutes) OR Enter SLOT SIZE: (minutes)

Appointments are on a first-come, first-served basis.

Max Appointments per block: No limit people

- 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.

TIP: You may want to untick the email Notifications and Reminders

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.

Scheduling Opening ▾: days hours minutes prior to start of block

Scheduling Deadline ▾: days hours minutes prior to start, block becomes unavailable for appointment scheduling.

Cancelling Deadline ▾: days hours minutes prior to start, by when appointments must be cancelled.

Lock/Unlock: unlocked (click to lock)

Notifications: Block Owner
 Calendar Manager(s)

Reminders: Block Owner
 Calendar Manager(s)

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

✔ **Block created. You may create additional blocks, or close this window if you are done.**
[close message](#)

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

11	Teaching	12	13
11	Teaching	19	20
26		27	

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

Module code and name

◀ Wednesday, August 12, 2020 ▶ Teaching

Day Week Month

Display direct URL (link) for this Day ▾

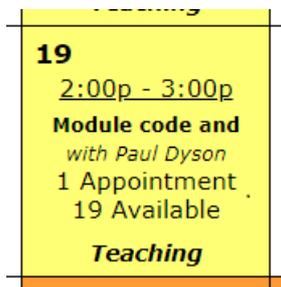
Block	Time	Appointment Slots
Module code and name	9:00a - 9:15a	(Click the + sign to make an appointment)
SW414/NX04 Max per person: no limit	9:15a - 9:30a	(Click the + sign to make an appointment)
Block URL		

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).



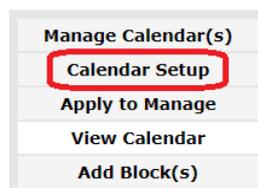
2. The block will indicate how many have signed-up and how many places are still available. Click on the block to enter it and see more details.

Block	Time-Range	Appointments
 Module code and name touchpoint Great Hall Max appointments: 20 Block URL	2:00p - 3:00p	19 slots available - (Click the + sign to make an appointment) Dyson, Paul (p.dyson2@aston.ac.uk, 0121 204 4394)

Copy the link to your calendar ready for circulation

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

View Calendar



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

Calendar Settings

Calendar Title*

Group Calendar: No

Allow Block Overlap On Calendars with Same Owner

Calendar URL (for Appointment Makers)

Subscription URL (for Owners and Managers)

RSS Feed (for Owners and Managers and Appointment Makers)

