

# Instructor's QuickGuide: Web Courses Appointment Scheduler

*Conference scheduling just got much easier!*



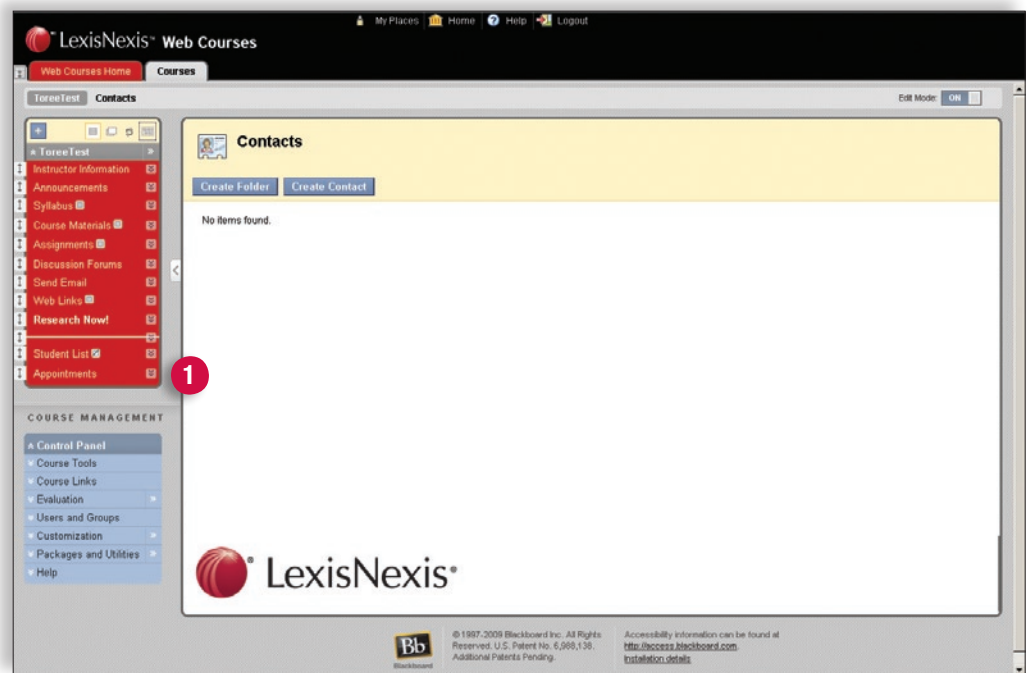
## Now Integrated with Outlook® and iCal, Web Courses makes it simple to schedule and manage appointments.

Creating online sign-up sheets and office hours on LexisNexis® Web Courses is quick and easy. Schedule a single conference, create blocks of conference time slots, or establish recurring appointments. When students sign up, they automatically receive appointment notices compatible with Outlook, iCal, and other calendar applications. With fewer missed appointments and no paper sign-up sheets to keep track of, your hectic conference schedule will be easier to manage.

## Getting Started\*

- Access Web Courses by signing in at [www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool)

- Within a particular Web Course, access the Appointment Scheduler by clicking **Appointments**. ①
- Note: The first time you access the Appointment Scheduler, a welcome wizard will appear. You can use the wizard to create a personal profile and set standing office hours. Or you can simply bypass the screen to schedule specific appointments and create sign-up sheets.



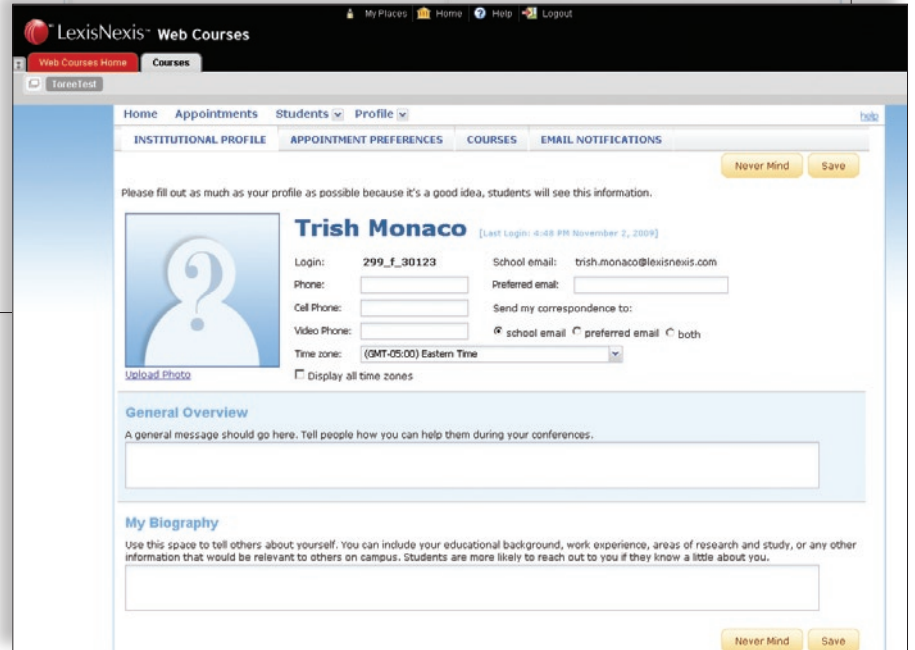
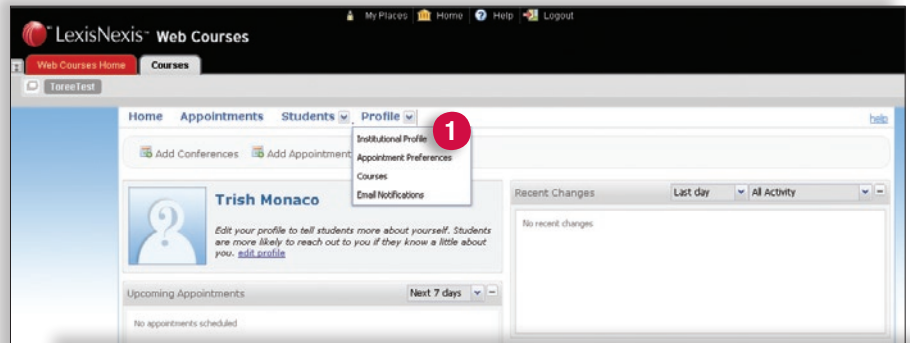
\* Instructions are based on default settings for courses created after August 2009.

## How do I Create my Profile and Preferences?

Creating your profile provides beneficial information about you for your students. Your preferences give you control of your time and appointments.

To get started:

- Select **Appointments** (described on page 1).
- Click the **Profile** ① pull-down menu at the top of the Appointments screen, and select **Institutional Profile**.
- Enter a phone number and/or cell phone number, if desired.
- Specify the email address where you want to receive emails about appointments. You may enter an alternative address in the Preferred email field.
- Upload a photo if desired.
  - Select the **Upload Photo** link.
  - Browse for a photo on your desktop. Recommended file formats are JPEG, GIF, and PNG.
  - Click the **Upload Now** button.
- Complete the **General Overview** and **My Biography** sections.
- Click **Save**.
- Review the various settings in the **Appointment Preferences** and **Email Notifications** tabs. The **Appointment Preferences** tab allows you to customize where students can meet with you, for how long, and what kind of scheduling deadlines you'd like followed. The appointment locations you establish here will be available to you later when you begin setting up appointments. The **Email Notifications** settings allow you to determine at what time and how often you will receive emails regarding your appointments.



## How Do I Create Sign-up Sheets for Student Conferences?

- Select **Appointments** ② from the left menu.

- Select **Add Conferences.** ③

- Enter a Title for the event (e.g., Conferences).

- In the **What days** field, select **Once**; then use the calendar to establish the date.

- In the **What time** field, identify the time block during which you'd like to offer appointments.

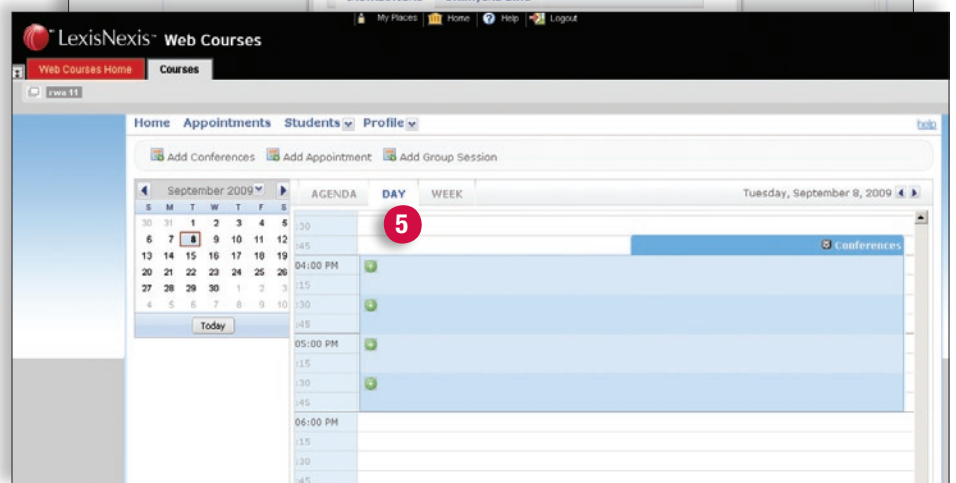
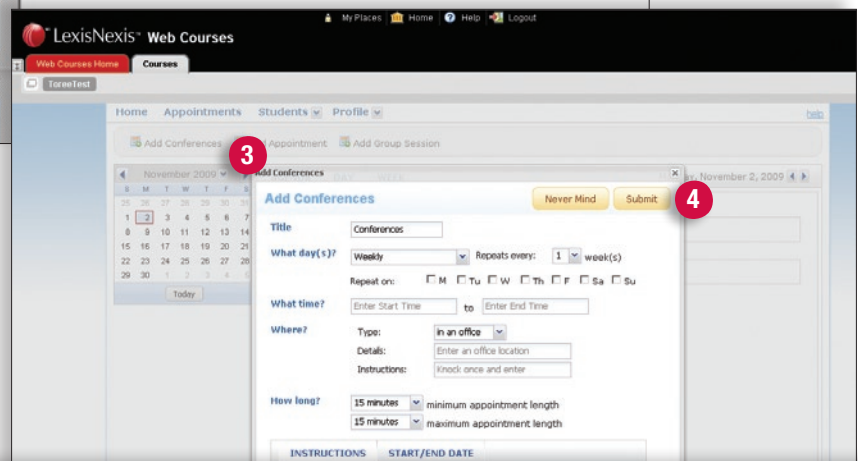
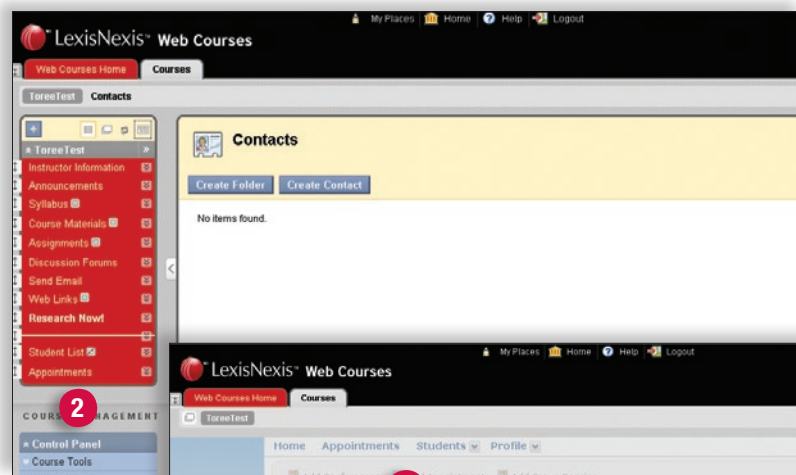
- In the **How long** field, establish the appointment length for each appointment within the time block.

– For example, you could establish four 30-minute appointments between 10:00a.m. and 2:00p.m., or you could establish one one-hour appointment between 2:00 and 3:00p.m.

- In the **Instructions** field, enter any special instructions for your students.

- Click **Submit.** ④

- Now the conferences will be visible on your schedule under the **Day** view ⑤. When a student signs up, his or her name will appear on the schedule, and you will receive email notification per the appointment preferences you have established (see page 2). Both you and the student will also receive an electronic appointment notification that can be automatically saved to the calendar.



## Need help?

---

- Call a Web Courses consultant at 1 800-45LEXIS (53947), Option #3.
- Email your local LexisNexis® representative for on-site personal assistance.

LexisNexis, and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc., used under license. Outlook is a registered trademark of Microsoft Corporation. Other products and services may be trademarks or registered trademarks of their respective companies.  
© 2009 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. LA12938-0 1109

*[www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool)*