

# Nashville State Instructor Schedule

## EXAMPLE

### Instructions and Tips on Next Page

#### Instructor

- **Name:** Jessica Rabb
- **Term:** Fall 2022
- **Division Name:** STEM
- **Department:** Biology
- **Campus:** White Bridge Road (WBR)

#### Ways to Reach Me

As a faculty member at Nashville State, I am available by appointment.

- **Email:** [jessica.rabb@nsc.edu](mailto:jessica.rabb@nsc.edu)
- **Office Location:** K-219, White Bridge Road Campus
- **Office Phone:** 615-353-3483
- **[Virtual Office Zoom Link](#)**
- **[Scheduling Link for Appointments:](#)** After you make an appointment, check the email you provided for confirmation. If you need to reschedule, the confirmation email provides instructions.
- **Scheduling QR Code for Appointments:**



#### Times that I am in Class

I am not available for appointments during these times.

- **Monday and Wednesday**
  - 8:00am-11:00am, BIOL 1110-N01, Gen Biol I, A-58, WBR
  - 12:45pm-2:10pm, NSCC 1010-N62, First Year Exp., W-90, WBR (1st 7-weeks only)
- **Tuesday and Thursday**
  - 12:45pm-2:10pm, NSCC 1010-N66, First Year Exp., W-90, WBR (1st 7-weeks only)
  - 2:20pm-5:20pm, BIOL 1010 N01, Gen Biol I, A-58, WBR

## Nashville State Instructor Schedule Instructions: August 2022

### Note

- **If the blank schedule made sense to you, you do not have to read these instructions. This is extra help.**
- **This schedule continues to be a pilot in fall 2022.**
- **Please Note: in fall 2022 all full-time faculty will use a scheduling app (Calendly or Bookings recommended) and make a QR code for that app.**
- [More extensive information on scheduling apps and communication tips may be found here.](#)

### Instructor

- Same information as previous terms, but in list form

### Ways to Reach Me

- You can add more bullet points (like a Google voice phone number or cell phone number if you would like to share that).
- **Scheduling Link for Appointments** – Detailed Instructions Next Page
  - **Required for fall 2022 pilot**
- **QR Code** – Detailed Instructions Next Page
  - **Required for fall 2022 pilot**

### Student Hours

- You may choose to schedule specific student hours (“office” hours) if doing so helps your students. If you have a scheduled time for students to drop-in on-campus or virtually, let them know when and where (virtual or office/campus). This section is optional but encouraged if traditional office hours work for your students. This may also help limit appointments outside of these hours and bring students together outside of class.

### Times that I am In Class

- The instructor needs to list their on campus/virtual class times, but this goes last because it is when the instructor is *unavailable*.
- Include time, course number, room/campus or virtual (indicate 1<sup>st</sup> or 2<sup>nd</sup> seven weeks only if applicable).
  - Example: 12:45pm-2:10pm, NSCC 1010-N63, W-90, WBR (1st 7-weeks only)
- Delete days you don’t have class.
- Combine days Like Monday and Wednesday and Tuesday and Thursday if appropriate.

### Scheduling Link for Appointments Instructions

- Instructions for Calendly are below. You do not have to use Calendly. It is simple and relatively easy. Bookings is another good option, and part of our Microsoft Office suite of apps.
- You can put a Schedule Appointment link in many places in addition to the schedule, like NS Online and your email signatures (Outlook and NS Online).

- Students that pick an appointment time will receive an email that includes a calendar invitation for their email (like Google calendar or Outlook). You will also receive an email and the meeting will automatically enter your Outlook calendar.
- **See the Teaching Center's Early Return Schedule for Calendly workshops (Beginner and Advanced).**  
You can watch this [five-minute video on Calendly set up](#).
- **You can follow these instructions on setting up a sample Calendly booking page.**
  - Go to Calendly.com
  - Sign up for a free account with your @nsc.edu email and let Calendly access your Outlook calendar.
  - Edit your one free Meeting/Event with a One-on-One format.
    - **What Event Is This**
      - **Name:** Example: Appointment with Jessica Rabb
      - **Location:** Make **Custom** Locations. In one, I put a Zoom link, and in another, I put a Google Voice phone number. You could just put a Zoom link. You could also put your campus office. The scheduling link will ask student to pick a location if you have more than one.
      - **Description/Instructions:** These are my current instructions...
        - **Meet me on Zoom or phone in the next few days**
          - Check the email you provide once you pick a time for a calendar invitation with my virtual office Zoom link or phone number depending on your preference. These instructions will be in the invitation email.
            - Zoom link: <https://nsc.edu.zoom.us/my/jrabbvirtualoffice>
            - Phone: 803-720-9838
          - Reschedule your appointment if you can no longer make that time, even if just before the appointment as then I won't wait. Invitation email has a rescheduling link.
          - IF I AM LATE call me or text me at 803-720-9838.
          - **Alternatives** -- Send me an email to make appointment: [jessica.rabb@nsc.edu](mailto:jessica.rabb@nsc.edu)
            - **Different Times:** If you need to meet outside of listed available times, email me so we can find a time that works.
            - **In Person:** If you would rather meet in person at the White Bridge Road Campus, email me so we can find a time that works.

- **Date Range:** XX business days into the future (I recommend as short a period of time as possible, so they don't forget. I currently say 5 days.)
- **Duration:** 25 minutes (I recommend short meetings, 30 minutes or less)
- **Availability:** I recommend custom hours that are appropriate for you. I recommend blocking out class time and other regular meetings in your Outlook calendar. Then Calendly will automatically block those times. I just set 8-5 as my availability in Calendly and then use my Outlook calendar to block off times within 8-5 as appropriate as I move through the semester rather than logging into Calendly.
- **Want to add time before or after events?** I add a five-minute buffer after events.
- **Additional rules for your availability**
  - **Start time increments:** I say every 30 minutes.
  - **Scheduling conditions:** I say they can't schedule within 12 hours as I need a chance to check my calendar and make plans.
- **Invitee Questions**
  - Name and email are default questions
  - I add the following questions
    - What is your A Number?
    - How should I contact you, if you are late to the meeting? (phone, text, email -- provide contact info)
    - Tell me which class/time you are in or if you are my advisee.
    - Please share anything that will help prepare for our meeting.

## QR Code Instructions

- If a student is literally looking at door, a QR code is an easy way to get to the link. In addition, a student may want to use their phone to make the appointment when the schedule is online.
- QR codes are "Quick Response" codes and, if a student has a free "QR Reader" app on their phone, the phone camera can scan the QR code and the phone can go to the link.
- **See the Teaching Center's Early Return Schedule for Calendly workshops (Beginner and Advanced).** QR codes will be one of the topics.
- **You can watch this [five-minute video on QR Code set up](#).**
- **Here is a link to [free QR code generator: qr-code-monkey.com](http://qr-code-monkey.com)**
  - Put your scheduling link in the "Your URL" space.
  - Download the image and then "insert image" into the schedule.
  - You can put the QR code in many places in addition to the schedule, like NS Online and your email signatures (Outlook and NS Online).
- Since you are inserting an image, it should have Alt Text to be accessible. **To add Alt Text to a Word document image:**
  - Right click the QR Code image and then select 'Alt Text' from menu; or

- Click image and then click 'Picture' or 'Picture Format' in tool bar at top of page and then 'Alt Text' on the right.
- **Sample text on schedule to use as Alt Text:** Scan this QR Code to reach the instructor's scheduling link for appointments or use the link above for the QR code.