Advisor- SLATE Tutorials

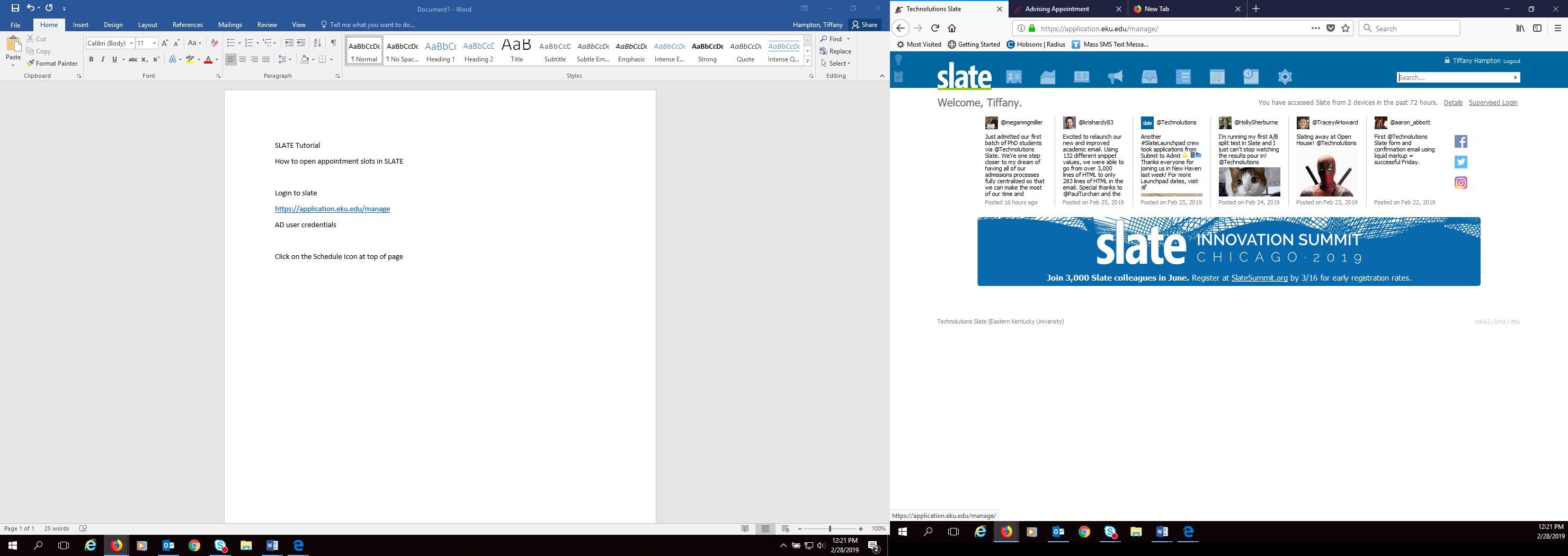
**How to open appointment slots in SLATE**

Login to slate

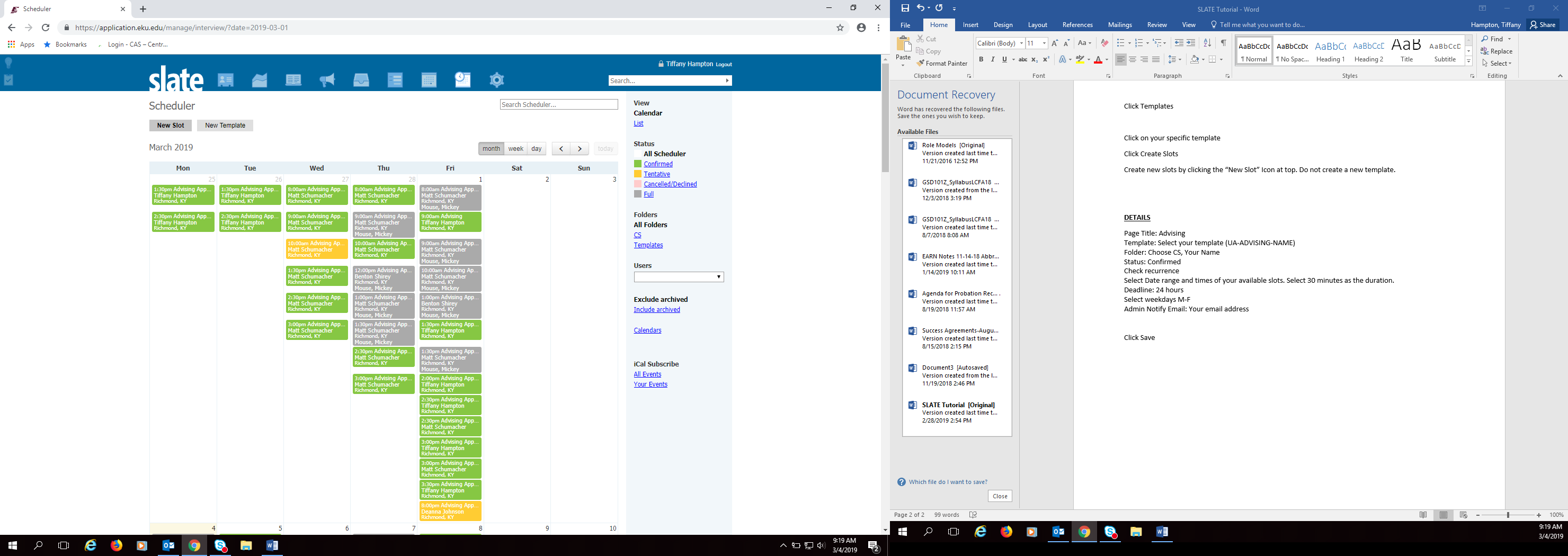
<https://application.eku.edu/manage>

AD user credentials

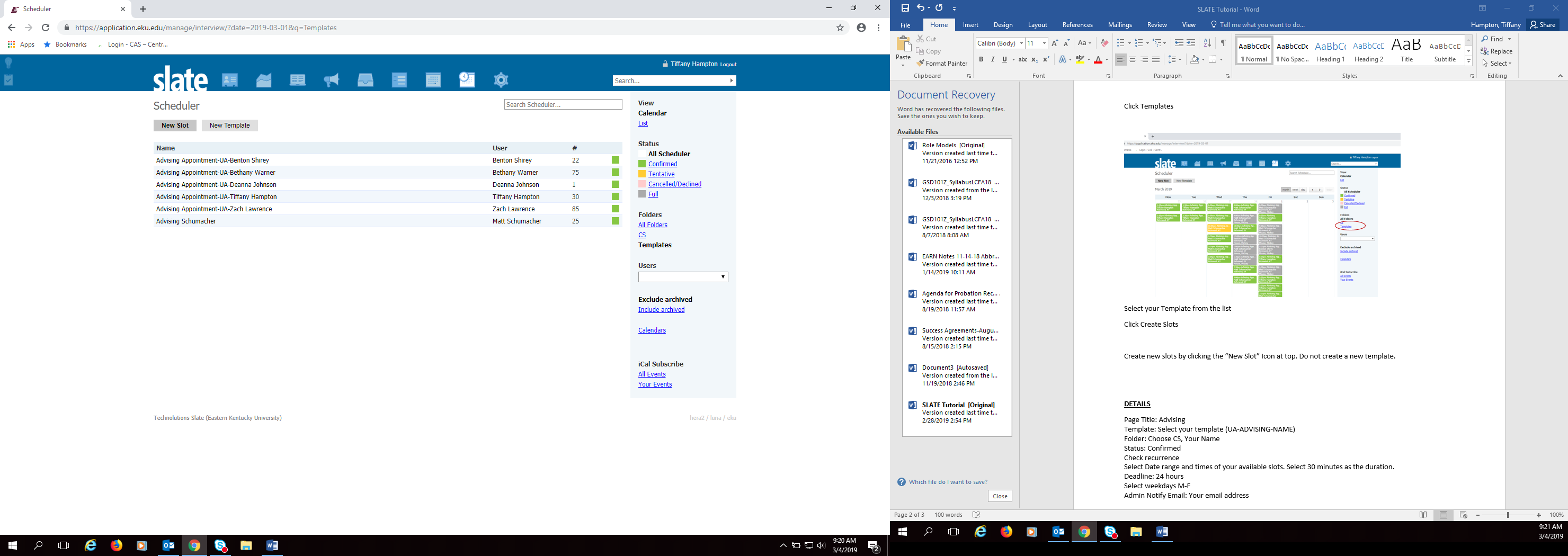
Click on the Schedule Icon at top of page



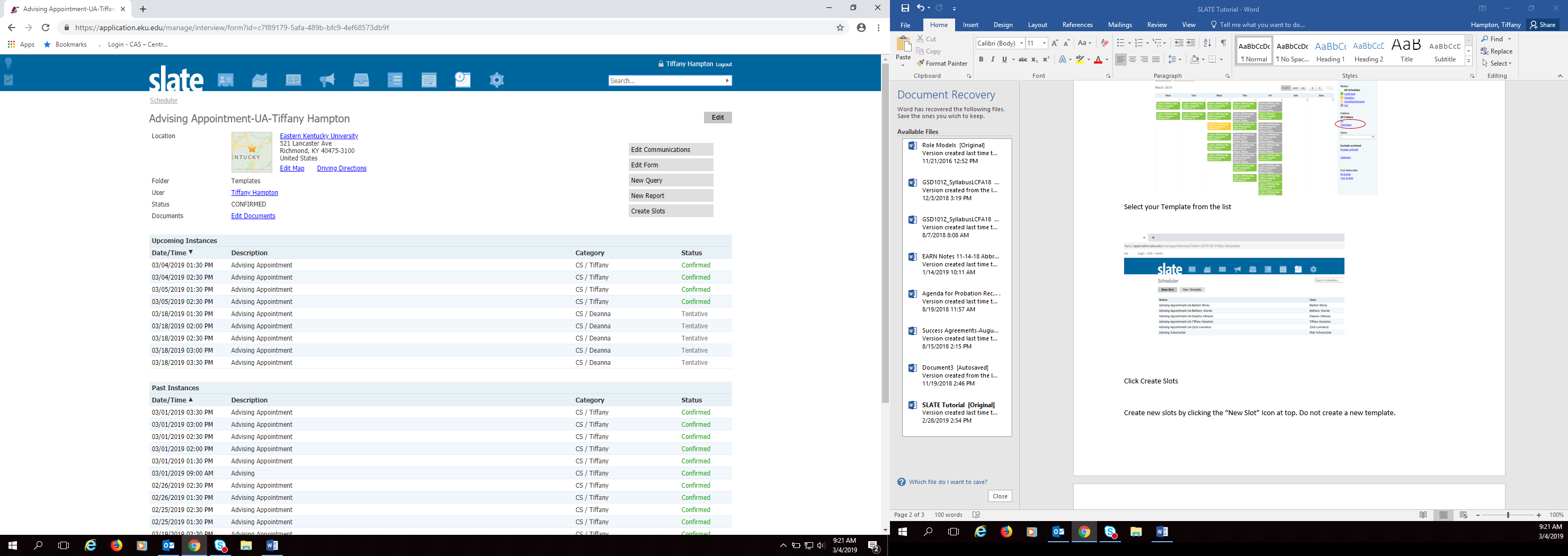
Click Templates



**Select your Template from the list**



**Click Create Slots**



**DETAILS**

Page Title: Advising

Template: Select your template

Folder: Choose CS, Your Name

Status: Confirmed

Time Zone: Make sure EST is selected

Check recurrence

Select Date range and times of your available slots. Select 30 minutes as the duration.

Deadline: 24 hours

Select weekdays M-F

Admin Notify Email: Your email address

Click Save

**How to check in students as “Attended” or “No Show”**

Click on Appointment in Scheduler

Click Launch Check In

## **Registrants (1)**

## [**Launch Check In**](https://application.eku.edu/manage/form/checkin?id=945d7f88-8399-4766-af7a-8aa3acea4cda)

## [**Launch Registration**](https://application.eku.edu/register/form?id=945d7f88-8399-4766-af7a-8aa3acea4cda&context=launch)

* [**Registered**](https://application.eku.edu/manage/interview/form?id=945d7f88-8399-4766-af7a-8aa3acea4cda)

| **Registrant** | **Status** | **Submitted** |
| --- | --- | --- |
| [New Registration](https://application.eku.edu/manage/interview/register?id=945d7f88-8399-4766-af7a-8aa3acea4cda) | | |
| [Mouse, Mickey](https://application.eku.edu/manage/form/response?id=4c225479-8479-4371-9990-db42347a3832) | Registered | 02/28/2019 |

Click beside the name of the student and select conclude event for students that have ATTENDED. If a Student did NOT attend leave unchecked and click conclude event. This triggers the follow up emails.

# Advising Appointment

Monday, March 4, 2019  
Eastern Kentucky University

New Registration



|  | **Registrant** | **Guests** | **Status** |
| --- | --- | --- | --- |
|  | [Mouse, Mickey](https://application.eku.edu/manage/form/checkin?cmd=display&id=4c225479-8479-4371-9990-db42347a3832) | 0 |  |

[Conclude Event](https://application.eku.edu/manage/form/checkin?id=945d7f88-8399-4766-af7a-8aa3acea4cda) and mark unassigned registrants as No Show