An Appointment Campaign allows faculty and staff to reach out to specific populations of students to encourage them to schedule appointments. This functionality is commonly used when you have identified a population of students in need of additional support and you are sending them a request to sch

ξ   Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns; it is not visible to the student. Make sure to adhere to ^ h [naming convention. It will make it easier to track the impact of your campaigns.

Include the following in your name: Term, College, Purpose, Last name of user who created the campaign (Example: Fall 2019 Program Planning Boog)

ξ   Select the Care Unit the Appointment Campaign will be associated with

ξ   Select the location of where the appointment(s) will be held.

ξ   Select the Service that will be associated with the campaign

ξ   Add the reason or associated course for the campaign here. This will only appear if the Service is tied to a course

ξ   These are the dates that you want students to start and stop making appointments for the campaign.

ξ   This will determine how many appointments you wish for the student to schedule during the campaign.

ξ

You can remove students from the campaign if needed. For example, if you met with one of the students already and don't need them to come in during the campaign period, they can be removed.

Once finished, click _____ to move to the next page. You will be asked to review the students in the campaign. If these are correct, click _____ .

You will need to select yourself as staff for the campaign. You may also have the option to select additional staff to make them available for appointments based on the campaign.

NOTE: Staff will need to have availability defined before they can be added to an appointment campaign. If you do not see staff you expected to have availability, make sure their calendars and availability are up-to-date.

Your next step is to compose the message that you will send to students. DO NOT REMOVE THE SCHEDULE LINK FROM THE EMAIL BODY.
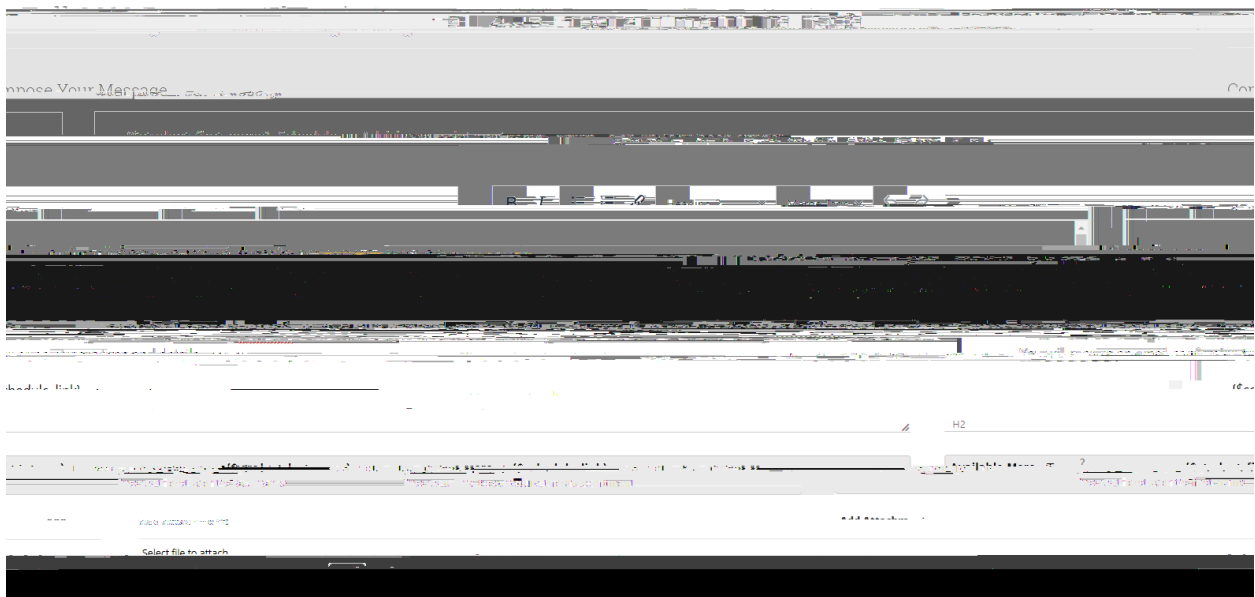

Fields used in the message composition are:

The topic will be the subject of the email going to the student.

This will be specific to the landing page students will be taken to when they click on the link in their email to choose the date and time of their appointment.

Note that you can include attachments.

You can preview how the email will look at the bottom of the page.

Preview Email   Preview Landing Page

Please Schedule Your Advising Appointment

llo Andrew:

Thank you
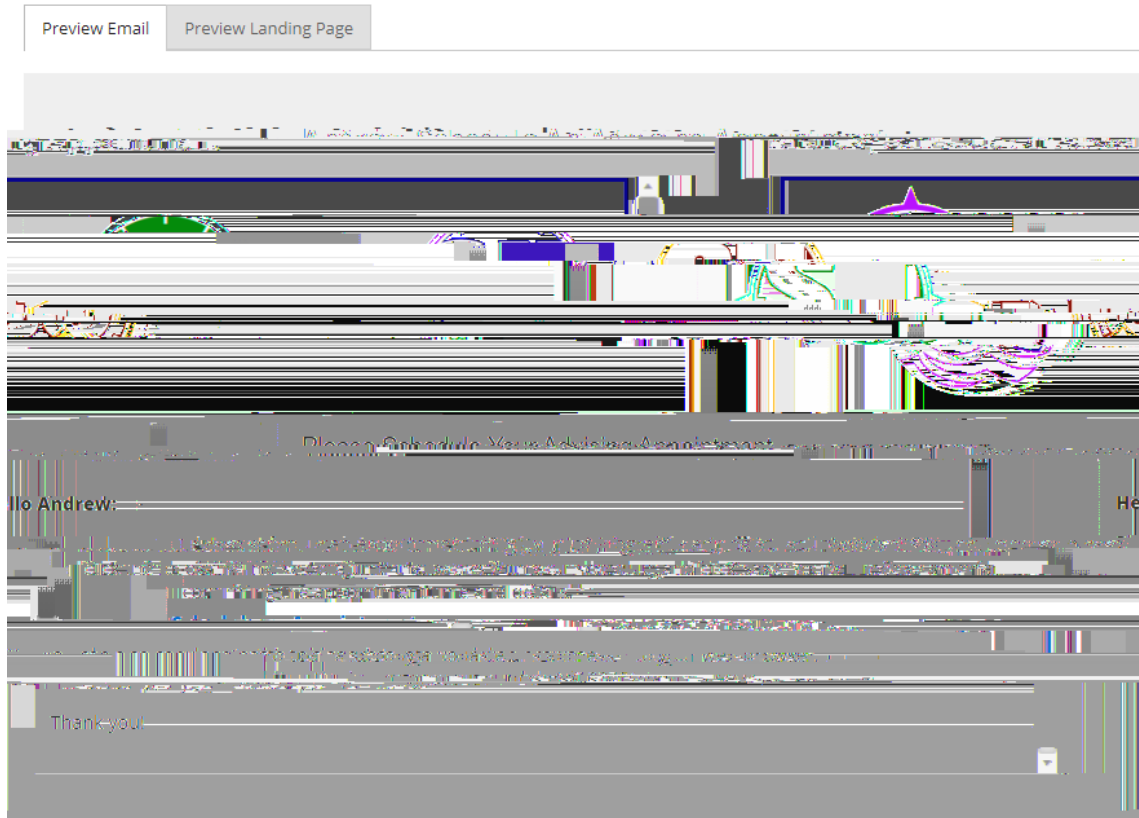
After you have finished composing and previewing your message, it's time to send out your campaign!

Review your campaign details, invitees, and advisors on this page.

Fall 2019 Program Planning Department Outreach
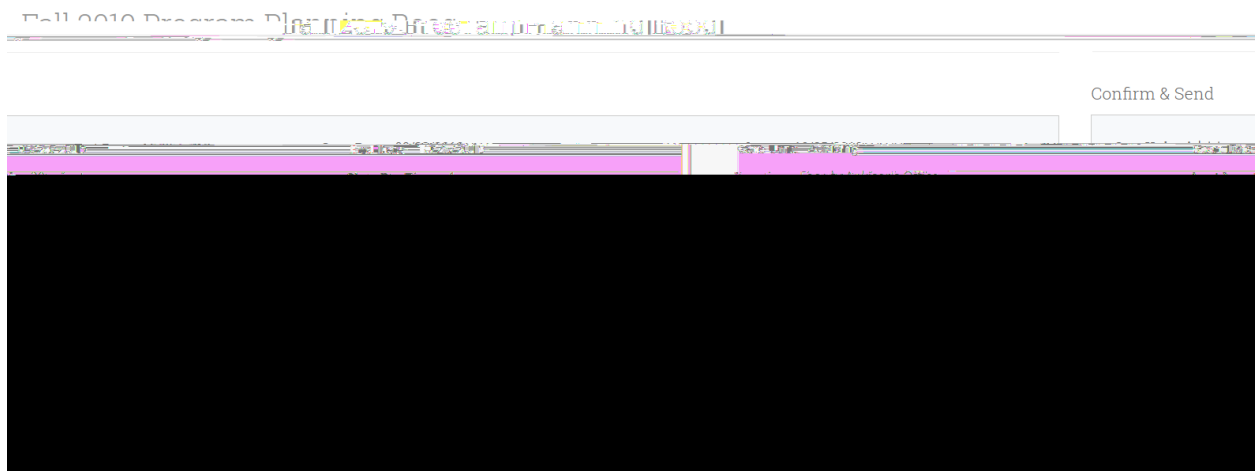
Confirm & Send

Click when you are ready to email the invites to the selected students.