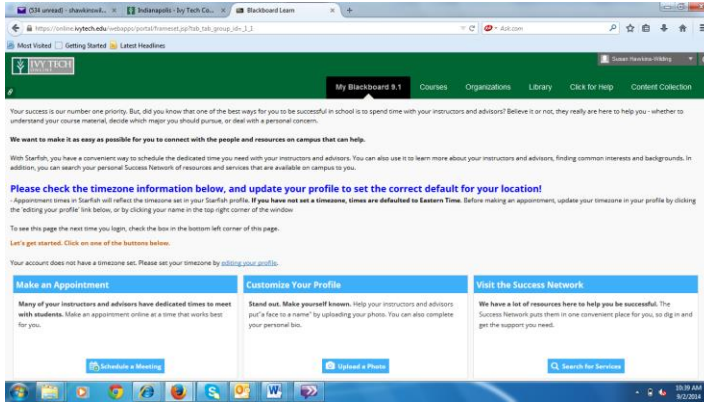
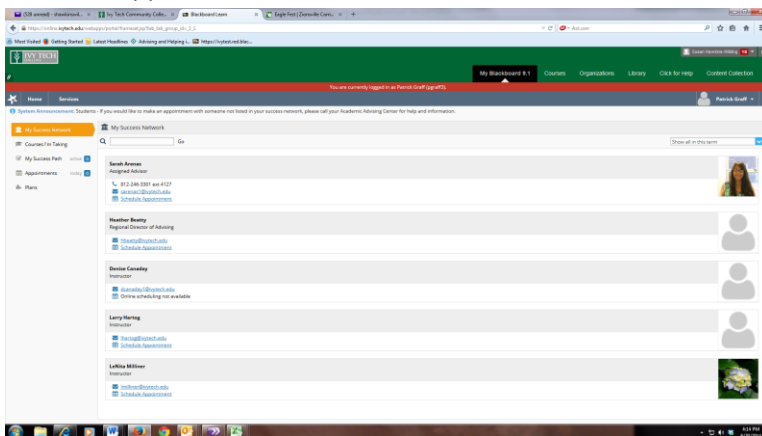


How to Schedule an Advising Appointment

- 1) Log into Blackboard
- 2) Click Ivy Advising under Tools on the left side
- 3) If it is the first time logging into the system you will see the home screen below. Click Schedule a Meeting.



- 4) If you have logged into Ivy Advising Before. Your home screen will appear with Your Success Network (see screen shot listed below) Chose your Assigned Advisor or Faculty Advisor and click schedule appointments



- 5) Open appointments will show in BOLD on the calendar. Clicking the week view allows you to see more open appointment options.
- 6) Click Sign Up for the Appointment Time that works for you. Choose your Appointment reason and click Submit. An email confirmation will be sent to you and your advisor.
- 7) If no appointments work for your schedule. Please call the Advising Center in your region.

The image shows two screenshots of the Blackboard LMS interface. The top screenshot displays a calendar for September 2014, with a 'Sign Up' button visible on Wednesday, September 3rd. The bottom screenshot shows the 'Add Appointment' dialog box, which is used to create a new appointment. The dialog box contains the following information:

- With:** Lana Anderson
- Reason:** Select a reason...
- Course:** No Course
- Select a reason in order to complete the following fields:**
- When:** 1:30 pm 09-03-2014
- Duration:** 15 minutes
- Where:** F206
- Explain in detail what you are looking to accomplish in this appointment.**

The dialog box also includes 'Never Mind' and 'Submit' buttons.