

There are 2 main ways for students to schedule an appointment with advisors in Inspire.

Option 1 (Recommended)

Appointments Link: <https://du.inspire.civitaslearning.com/login>

Upon logging into Inspire, students will see the following dashboard. The Connect tile houses the options for scheduling with an advisor.

COLLEGE STATE UNIVERSITY

CONNECT ACADEMICS

CONNECT

Schedule Appointment →

Calendar
Week of November 2, 2020
Appointments 0
Events 0

Messages

Announcements 1 unread

Library

Contact my Advisors

ACADEMICS

0.00 Cumulative Overall GPA
0 Courses 0 Credits

Courses

LANDISDEMO

College State University
UNDERGRADUATE

Profile

The easiest way for students to schedule an appointment with their assigned advisor will be to click “Contact my Advisors.”

The screenshot displays the top navigation bar of the College State University student dashboard. The navigation bar includes the university logo on the left and a home icon, 'CONNECT', 'ACADEMICS', a user profile icon, and a notification bell with a '3' badge on the right. Below the navigation bar, the dashboard is organized into three main columns. The left column, titled 'CONNECT', contains a 'Schedule Appointment' link with a right-pointing arrow, a 'Calendar' section for the week of November 2, 2020, showing '1' appointment and '0' events, 'Messages', 'Announcements' with '1 unread', and 'Library'. At the bottom of this column, the 'Contact my Advisors' button is highlighted with a red rectangular border. The middle column, titled 'ACADEMICS', shows a '0.00' Cumulative Overall GPA and '0 Courses 0 Credits', with a 'Courses' link below. The right column, titled 'LANDISDEMO', shows the user's name 'College State University UNDERGRADUATE' and a 'Profile' link.



After clicking “Contact my Advisors,” students will see directory information for the advisors assigned to them. To see available appointments for a given advisor, students will select “Schedule Appointment” next to the corresponding advisor.

The screenshot displays the College State University website interface. At the top, the university logo and navigation links for 'CONNECT' and 'ACADEMICS' are visible. The user profile icon in the top right corner has a notification badge with the number '3'. Below the navigation bar, the breadcrumb path 'connect > directory: my assigned advisors' is shown. The main heading is 'Directory'. On the left, a sidebar menu includes 'My Assigned Advisors' (highlighted), 'All Advisors and Faculty', and 'College or Program Offices'. The main content area lists two advisors. The first advisor, 'Director, Demo', has a 'Schedule Appointment' button highlighted with a red box and an email address 'jane.doe@civitaslearning.com'. The second advisor, 'Advisor, Demo', also has a 'Schedule Appointment' button and an email address 'advisoraa.demo@inspire.civi...'. Both advisors have the note 'no biography added'.

connect > directory: my assigned advisors

Directory

- My Assigned Advisors
- All Advisors and Faculty
- College or Program Offices

	Director, Demo no biography added	Schedule Appointment jane.doe@civitaslearning.com
	Advisor, Demo no biography added	Schedule Appointment advisoraa.demo@inspire.civi...

Upon selecting “Schedule Appointment,” students will then select their preferred appointment modality, appropriate appointment session topics, and include any relevant free-form notes for the advisor.

<input type="checkbox"/>	02:30 PM - 03:15 PM	Available	Phone Call	555-555-5555
<input type="checkbox"/>	03:15 PM - 04:00 PM	Available	Phone Call	555-555-5555

Date/Time

Wednesday, November 11 01:45 PM - 02:30 PM

Appointment Modality *

Phone Call ▼

Phone Call
555-555-5555

Session Topics *

Select ▼

Session Note

(visible to advisor)

record session note here

Upon scheduling their appointment, both students and advisors will receive email confirmations of the appointment. Students can also click the Calendar tab on the Connect Tile and then the “My Appointments and Events” tab to see their upcoming appointments and events.

connect > calendar: my appointments & events

Calendar

search Event Type

Calendar View

My Appointments & Events

Search Appointments

Search Dates

Start Date

mm-dd-yyyy

End Date

mm-dd-yyyy

My Appointments & Events (4)

DATE ▲	TIME	EVENT TITLE	MODALITY/LOCATION	DETAILS
Nov 05, 2020	11:00 AM - 11:30 AM	Appointment: Demo, Mary	Phone Call	555-555-5
Nov 11, 2020	1:45 PM - 2:30 PM	Appointment: Demo, Peggy	Phone Call	555-555-5
Nov 19, 2020	7:00 PM - 8:30 PM	Event: Got Stress?	Virtual Webinar	
Dec 01, 2020	7:00 PM - 8:30 PM	Event: Finals Study Prep	Virtual Webinar	

Option 2 (next best option)

The next best way for students to schedule an appointment with an advisor will be to select “Schedule Appointment” in the Connect tile.

The screenshot displays the top navigation bar of the College State University student dashboard. The navigation bar includes the university logo on the left and a home icon, 'CONNECT', 'ACADEMICS', a user profile icon, and a notification bell icon on the right. Below the navigation bar, three main dashboard tiles are visible: 'CONNECT', 'ACADEMICS', and 'LANDISDEMO'. The 'CONNECT' tile is highlighted with a red box and contains a 'Schedule Appointment' link with a right-pointing arrow. Below this link are sections for 'Calendar' (showing the week of November 2, 2020, with 0 appointments and 0 events), 'Messages' (with 1 unread announcement), 'Library', and 'Contact my Advisors'. The 'ACADEMICS' tile shows a cumulative overall GPA of 0.00, 0 courses, and 0 credits, with a 'Courses' section below. The 'LANDISDEMO' tile shows the user's name 'College State University UNDERGRADUATE' and a 'Profile' section.

After students select “Schedule Appointment,” they will arrive at a screen in which they will first select an “office” to schedule with. For DU’s configuration, students will need to select “Undergraduate Resources, Programs, and Advising” to find advisors in Daniels Undergraduate Programs.

connect > calendar: search appointments

Calendar

Calendar View

My Appointments & Events

Search Appointments

> Appointment Type

> Appointment Modality

Search Appointments

Select office(s) to begin:

Office Name

Advisor(s)

Advisor(s)

Start Date: 11-03-2020

End Date: 01-02-2021

CLEAR SEARCH

Search to show available appointments

After selecting “Undergraduate Resources, Programs, and Advising,” students then have the option to select one or more advisors to view appointment availability.

Calendar

Calendar View

My Appointments & Events

Search Appointments

> Appointment Type

> Appointment Modality

Search Appointments

Select office(s) to begin:

Academic Advising ×

Advisor(s)

Advisor ×

- Select All
- Advisor+, Demo
- Advisor, Demo
- Demo, Mary
- Demo, Peggy
- Director, Demo

CLEAR

SEARCH

After choosing the advisor(s) and the time frame in which they would like to schedule an appointment, appointment availability will autopopulate at the bottom of the screen. As mentioned above, students will select an appointment, choose relevant session topics and include any free-form notes before confirming their appointment.

Demo, Peggy x

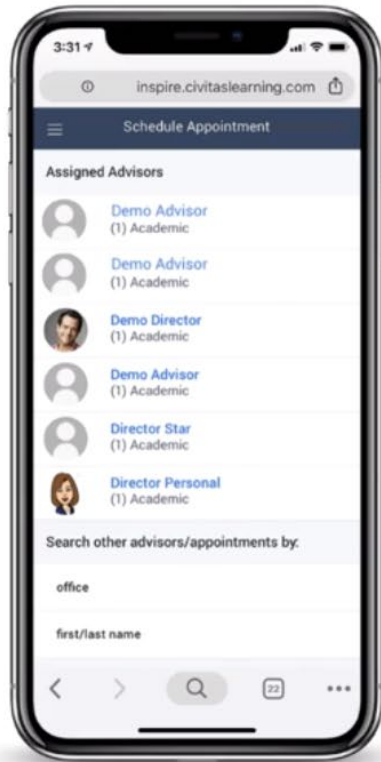
Start Date: 11-03-2020 End Date: 11-27-2020

CLEAR SEARCH

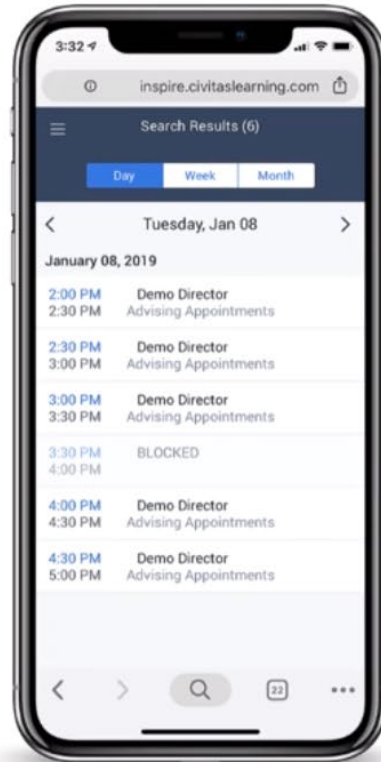
Result 1-16 of 16

ADVISOR ▲	DATE	TIME	TYPE	MODALITY	DETAILS
Demo, Peggy	Nov 04, 2020	1:00 PM - 1:45 PM	SCHEDULE	Phone Call	555-555-5555
Demo, Peggy	Nov 04, 2020	1:45 PM - 2:30 PM	SCHEDULE	Phone Call	555-555-5555
Demo, Peggy	Nov 04, 2020	2:30 PM - 3:15 PM	SCHEDULE	Phone Call	555-555-5555
Demo, Peggy	Nov 04, 2020	3:15 PM - 4:00 PM	SCHEDULE	Phone Call	555-555-5555
Demo, Peggy	Nov 11, 2020	1:00 PM - 1:45 PM	SCHEDULE	Phone Call	555-555-5555
Demo, Peggy	Nov 11, 2020	1:45 PM - 2:30 PM	SCHEDULE	Phone Call	555-555-5555

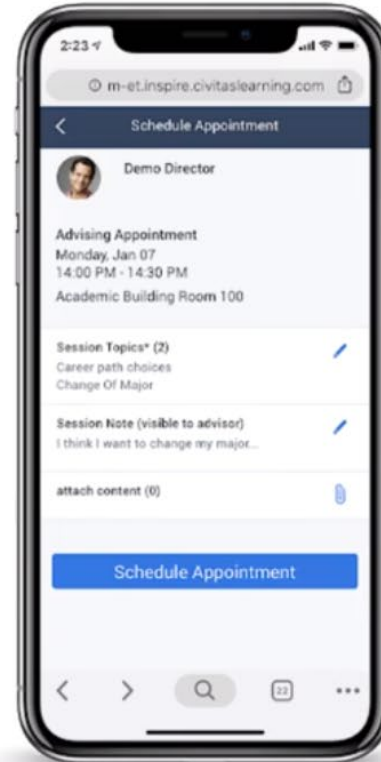
Students are also able to schedule and manage appointments with their advisor in a mobile-friendly environment, as seen below.



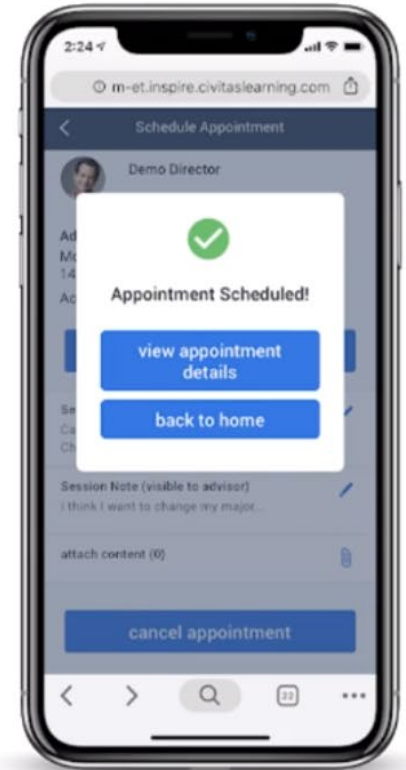
Search for appointments by



See available appointment times



Schedule appointment



Done!