

* **Asynchronous Availabilities**
An additional meeting type, designed for asynchronous appointments. A text chat is provided for the student and consultant to communicate. Asynchronous Appointment Statuses include: In-Progress, Concluded, Student Canceled, and Missed.

Must be enabled in your Profile Prefs, go to Other > Other Options > Profiles > [your Profile] > Prefs > Scheduling > Other Scheduling options > Allow availabilities to be Asynchronous.
* **Asynchronous Communications**
Asynchronous Appointments are accessed from the Asynchronous Communications widgets on the Student and Staff dashboard. Two tabs are available the “Appointment Information” which contains details, any custom fields, and uploaded documents, and “Messages” shows the communication between the student and the consultant. The Messages tab also includes a log of document uploads and deletions that have been made.

Students now have the option to Cancel their Asynchronous Appointments, therefore allowing other students to book the time slot with the consultant. Student will be able to cancel their Asynchronous Appointment if the cancellation is within the tolerance time.
Determined by your Profile settings, Other > Other Options > Profiles > [your Profile] > Prefs > Scheduling > Time Restrictions > No Cancellation within
* **Group Roster**
Displays information related to the student’s appointment. Manage Student Appointments from the Group Roster, where you can log students in and conclude their visit, add notes to the Appointment record, add notes to Visit records for students who attended the session, and Send Visit notes directly from the group roster on the Staff Schedule.
* **Group Roster Add Multiple**
A way for you to add students to the Group Availability as a batch process, instead of adding them one at a time. Add students enrolled in a specific Courses, assign a Reason and choose the meeting format for the Students Appointment. Additionally, you have the option to find certain students based on a chosen ID field, similar to the Batch Scan for Batch Visits.