

## Virtual Check-in/Check-out

When a location is setup for this feature, the virtual check-in/check-out will allow the student to check in to their scheduled appointment in TSC. Scheduled appointments are visible on the Student Home page (in the Upcoming Appointments section). The student will see a new button (**Check-in Online**) that goes along with the appointment. The button will appear on the day of the appointment from midnight until the scheduled end time of that appointment.

Student Home Class Information Reports Calendar		<b>b</b>			CSUDH TORO SUCCESS COLLABORATIVE
Classes This Term					Quick Links
CLASS NAME	PROFESSOR	DAVS/TIMES	MD	FINAL	Take me to School Information
	This	student is not enrolled in any classes in the current term.			Current Visits You have no current visits.
				<b>\</b>	Upcoming Appointments Online Academic Advising With Helen Remigio 105/30201103/me7 Check in Online

Once the student clicks on the **Check-in Online** button, they will now be in the Advisor's appointment queue. The screenshot below is what will be displayed on the Advisor's home page. When the advisor is ready to start the appointment with the student, they would click on Start Appt link. It's at this time the appointment summary report will open and be displayed for advisors to enter the appointment report.

longer impersonatin	🔓 🖀 Appointment Queue			
Staff H	Marysol (Current wait	: 0 min ) 🍳 Start Appt		
Students Upco	ming Appointments My Availability Ap	pointment Queues Appointment Requests		
My Assigne	d Students for Fall 2020 🔻			
Actions				
ALL	STUDENT NAME 🔻 ID	STUDENT LIST	CUMULATIVE GPA	



Once the appointment has ended, the student can Check-out from their student home page by clicking the Check Out button from the Current Visits section.

tudent Hom	CSUDH TORO SUCCESS COLLABORATIVE Schedule an Advising or Tutoring Appointment				
lass Information Reports Cale					
lasses This Term	1				Quick Links
CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	Take me to School Information
	This st	udent is not enrolled in any classes in the current term.			Current Visits
					Chine Academic Advising With Helen Remige A: Department of Sociology Chicked in at 110322021 1055cm PT 1043/2020 1100am PT Crited Academic Advision PT Crited Academic Advising
					Upcoming Appointments
					You have no upcoming appointments.

The advisor can also check-out the student from the appointment summary report when they have it open. If advisors choose to check-out the student from the appointment report, make sure to input the Check-out time before you **Save**.

Appointment Details	App	ointr	nent	Sum	mai	y					
Appointment		I	:=	Ξ	8	Paragraph	~	5	$\partial$		
11/03/2020 11:00am - 11:10am PT - Online Acade 🔻					-						
Care Unit	Th	is is ju	ist a t	est.							
Advising 👻											
Location					2						
Department of Sociology 💌											
Service											
* Online Academic Advising											
Course											
Start typing to search all courses											
Data of vicit											
11/03/2020											
Meeting Start Time Meeting End Time	Р										
Attendees	Choo	ttach Fi ose File	le No f	file chos	sen						
Attended											
Marysol Extended Education											
Attended											
10:56am to 11:12am											
Suggested Followup This will be saved on the report as a suggestion. No											
appointment will be created.											