

Blackout Instructions

Use these instructions to block or open up hours on your WC schedule.

Before beginning, please note the information below:

Consultant Login and Password:

Login: wcon@syr.edu

Password: 101HBCrouseHall

Writing Center Schedule Page:

<https://syr.mywconline.com>

Open a web browser and go to the schedule page listed above (or simply click on the link above, depending on your default browser). Enter the login and password listed above; you won't be able to access the blackout feature using your own login and password. See the day on the schedule in the image below.

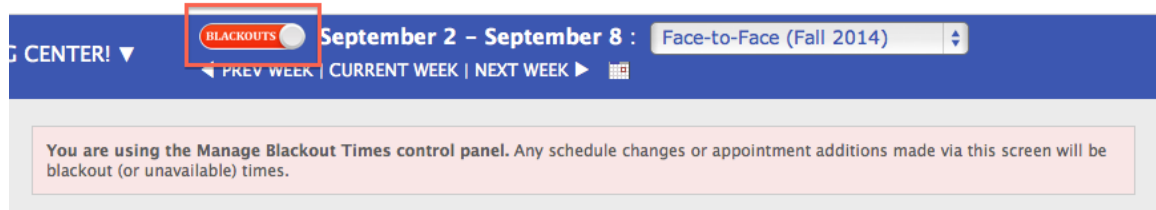
Once you log in, you should automatically be shown the fall 2014 Face-to-Face schedule.

WELCOME WRITING CENTER! ▼ SCHEDULE **September 2 - September 8** Face-to-Face (Fall 2014) ◁ PREVIOUS WEEK CURRENT WEEK NEXT WEEK ▷

📄 📅 📋 📞 HELP?

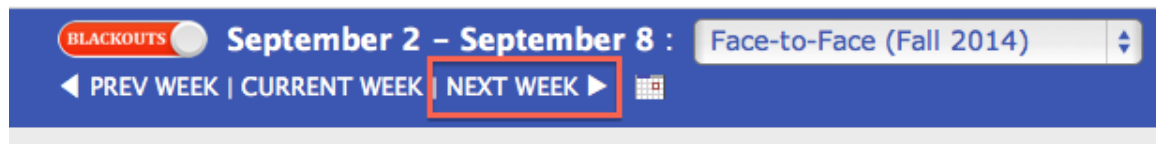
🕒 Sep. 2: TUESDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Banister, Lindsey												
Barber, Mark												
Constable, Andrea												
Finn-Martin, Kelsey												
Frazier, Santee												
Garcia, Romeo												
Gustavsen, David												
Kaufman, Emily												
Luther, Jason												
Stavenhagen, Kurt												
Voorheis, Molly												
Wright, Stacey												
[DROP-IN CONSULTANT]												

Directly to the left of the dates at the top of the schedule is a toggle labeled "SCHEDULE." Note the red box around this clickable toggle. If you click on this "SCHEDULE" toggle, you will be taken to the "BLACKOUT" version of the schedule. You can only black out times on the schedule if you are viewing the BLACKOUT times control panel. See image below:

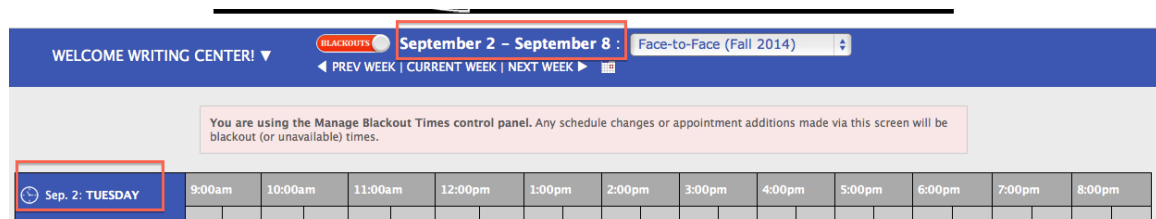


Note first that the toggle link within the red rectangle is now set to “BLACKOUTS.” Also, note the text in the pink screen box immediately below the header of the schedule. This text notifies you that you are viewing the Blackout control panel and NOT the consulting schedule.

Once you double check that you are, in fact, viewing the blackout schedule, you can scroll down the page to the date and time you need to black out. If you need to black out a time weeks beyond the current date, you will need to click the link titled “NEXT WEEK.” See image below as a reference:



Each time you click this “NEXT WEEK” link, you will be taken to the next week of the schedule. The dates of the week are always listed at the top of the page and on individual dates listed on the schedule. See image below as a reference:



To black out a specific time on the schedule, make sure you are looking at the correct week on the BLACKOUT control panel and scroll down the page to the correct date. To blackout a time on this control panel, first click on an available appointment on the BLACKOUT control panel page; all available appointments should appear as white boxes. See image below as a reference:

WELCOME WRITING CENTER! ▼

BLACKOUTS

PREV WEEK

You are using the Manage Blackout
blackout (or unavailable) times.

<div> <div> </div> <div>Sep. 9: TUESDAY</div> </div>	9:00am	10:00am	11:00am
Arakelian, Geghard			
Banister, Lindsey			
Barber, Mark			
Canzonetta, Jordan			
Colasacco, John			
Constable, Andrea			

To black out a time- say, Mark Barber on Tuesday Sept. 9 from 9 to 9:30- first click on that aforementioned time slot. Once you click on a time slot, a new window will pop up. This new window will display the consultant's name, the date, and other pertinent details indicate when and for whom you are about to black out a time slot. See image below as a reference:

Barber, Mark

Fill out the form below in order to save this blackout.

Questions marked with a * are required.

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

To apply this blackout to all resources on this day only, check this box: ☐

Time:
REPEAT BLACKOUT

Tuesday, September 09:

9:30am

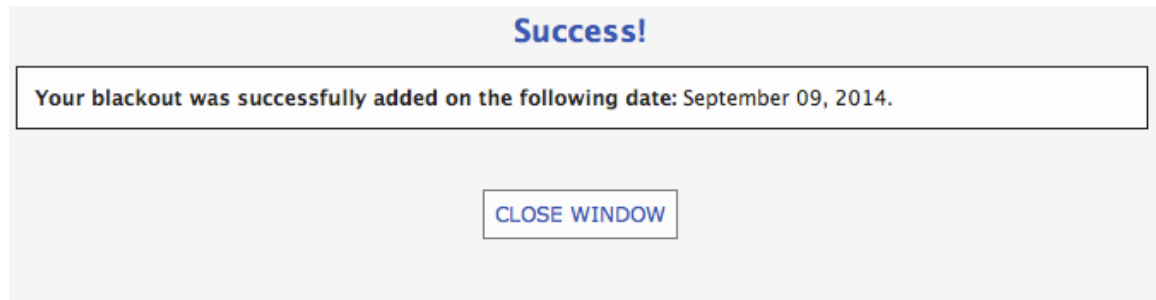
to

10:00am


SAVE ENTIRE BLACKOUT

CLOSE WINDOW

Check the date and time of the appointment you are about to black out. Note that you can change the ending time of the blackout by adjusting the length of the blackout. Once the times indicated match the times you would like to blackout, click the “SAVE ENTIRE BLACKOUT” link at the bottom of this window. Once you click “SAVE ENTIRE BLACKOUT,” a new window will pop up indicating the success of the blackout. See image below as a reference:



You can now check to ensure the correct time has, in fact, been blacked out. See image below:


 Sep. 9: TUESDAY	9:00am		10:00am		11
Arakelian, Geghard					
Banister, Lindsey					
Barber, Mark					
Canzonetta, Jordan					
Colasacco, John					

Note that Mark Barber’s 9 to 9:30 slot on Tuesday Sept. 9 has now been blacked out and no longer appears as an open slot on the schedule.

To make a recurring Blackout:

There may be times when you want to repeat a blackout on the schedule. The process of saving a recurring blackout is similar to creating a one-time blackout, with a few additional steps along the way.

The process for saving a recurring blackout begins the same as blacking out any other time on the schedule. First, click on the open time slot you wish to black out. In the example listed below, John Q. Consultant can no longer work on Mondays from 9 to noon. See image below:

Sep. 29: MONDAY	9:00am		10:00am		11:00am		
Consultant, John Q. 							

To create a recurring blackout on the schedule every Monday from 9 to 11, first click on the 9 am time slot on the blackout menu. A new window will pop up to allow you to save the blackout. Under “Time,” click on REPEAT BLACKOUT. This will create new parameters you can select to specify the nature of the blackout you’re about to save. See image below:

Time:
REPEAT BLACKOUT

Monday, September 29: 9:00am to 9:30am

Every 1 - select - until Sept 29 2014

Since you will be repeating this blackout for the duration of the semester, you will want this shift to be blacked out every seven days until Dec. 10th when the Writing Center closes for the semester. See image below:

Consultant, John Q.

Fill out the form below in order to save this blackout. Questions marked with a * are required.

This is a blackout. The time slot that you are working with will show as unavailable on the schedule.

To apply this blackout to all resources on this day only, check this box: ☐ ?

Time:
REPEAT BLACKOUT

Monday, September 29: 9:00am to 12:00pm

Every 7 Days until Dec 10 2014

SAVE ENTIRE BLACKOUT

CLOSE WINDOW

Once you click on SAVE ENTIRE BLACKOUT, your changes will be saved and the schedule will be updated. See image below:

Sep. 29: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm
Consultant, John Q. ↗												

Whenever you make a recurring change to the schedule, you're also want to double check that any changes carry through subsequent weeks. Skip ahead on the schedule to check whether John is Blacked out on subsequent Monday moenings. See image below: