

How to Schedule an Appointment as a Student

LET'S GET STARTED!



Hi!

I am a student currently enrolled in ASL 041. I want to schedule an appointment with a TA to discuss a question about a homework assignment.

The screenshot shows the ConexED interface for a student. The top left features the ConexED logo and a menu icon. The top center displays the BYU logo. The user profile section on the left identifies the user as 'TEST STUDENT' with a role of 'STUDENT' and a note '(request role upgrade)'. The user is currently 'Online'. A navigation sidebar on the left lists various services: Student Support Center (expanded), Dashboard, Milestones, Support Network, Notifications, View Meetings, Document Library, Office Hours & Settings, Profile Settings, Archives, and Help Center. The main content area is titled 'Dashboard' and includes a welcome message. It features a 'Milestone Progress' section with a large image of a mountain peak topped with a checkered flag. To the right, an 'Upcoming Appointments' section states 'No appointments scheduled for today.' Below the main content, a 'Milestones' section is partially visible.



Scheduling

TO DO THIS,

I'm going to login to my ConexEd Account, and look at the menu on the left side of the screen. I see that it automatically takes me to the 'Dashboard.' I am going to click on 'Support Network,' just a couple tabs down.



A screenshot of the ConexED dashboard interface. The top left corner features the 'ConexED' logo and a hamburger menu icon. The top right corner displays the 'BYU' logo. Below the logos, the user's profile is shown with a name 'TEST STUDENT', a role 'STUDENT', and a note '(request role upgrade)'. A status indicator shows 'Online' with a green dot. A dropdown menu is open under the profile, showing 'Student Support Center' with a sub-menu. The sub-menu items are: 'Dashboard', 'Milestones', 'Support Network' (highlighted with a red circle and a red arrow), 'Notifications', 'View Meetings' (with a calendar icon), 'Document Library', 'Office Hours & Settings', 'Profile Settings', 'Archives', and 'Help Center'. The main content area is titled 'Dashboard' and includes a welcome message 'Welcome to the Student Support Center'. Below this is a 'Milestone Progress' section with a large graphic of a mountain peak and a checkered flag. At the bottom of the main content area, there is a section titled 'Milestones'.

THE SCREEN DISPLAYS

that I don't currently have an advisor assigned to me, so instead I am going to go to the dropdown that says 'Show by Department' and select 'View Full Directory.'



A screenshot of the ConexED Support Network interface. The top header includes the ConexED logo, a menu icon, and the BYU logo. The main content area is titled 'Support Network' with a search bar and a dropdown menu. The dropdown menu is open, showing three options: 'View Full Directory', 'Show by Department', and 'View Full Directory'. The 'View Full Directory' option is highlighted in blue. To the right of the dropdown is a search bar labeled 'Show by Name'. Below the dropdown, the text 'No advisors currently assigned.' is displayed. On the left side, there is a sidebar with a user profile for 'TEST STUDENT' (STUDENT, request role upgrade) and a list of navigation items: Student Support Center, Dashboard, Milestones, Support Network (highlighted), Notifications, View Meetings, Document Library, Office Hours & Settings, Profile Settings, Archives, and Help Center.

Whoa!

That made a lot of buttons appear. But wait, I see that these are just the available subjects followed by all the BYU IS instructors—this is the entire directory after all. I am going to click on the button for my class: ASL.



ConexED **BYU**

Student Support Directory

Show by Department (current view) Show by Name

Enter user's name, title or email ...

TEST STUDENT STUDENT (request role upgrade) Online

Student Support Center

- Dashboard
- Milestones
- Support Network
- Notifications
- View Meetings
- Document Library
- Office Hours & Settings
- Profile Settings
- Archives
- Help Center

Please click the program below to view their directory and info:

Arabic	ASL	Business	Cell 210	Chinese	Computer Science
English	French	German	High School Math	History	Japanese
Korean	Music	Peer Mentors	Russian	Science	Spanish
Statistics	University Math	University Writing	Alicia Coca	Amy Kutsulis	Amy Summers
Angie Berrio	April Larsen	Aubrey Johnson	Axel Ramirez	Bart Christensen	Blaine Greenhalgh
Brad Graham	Bradley Goffe	Bradley Shaw	Brent Cox	Brett Hays	Brian Critchett
Cassidy Baker	Chartina Voorheis	Dave Gilchrist	David Carpenter	Debra Mills	Denise Abbott
Elicia Gray	Elise Hatton	Gary Ashton	Hank Heriford	Haylee Frohlich	Heather Taylor
Jacob Jones	James Meidell	Janelle Curry	Jennifer Covington	Jeri Kelley	Jessie Peng
Johanna Williams	John Coxson	Jolene Christian	Jordan Hadlock	Julian Li	Julie Damron
Kate Cousins	Katy Myers	Kimber Mathis	Kimberley Gebbs	Kirk Belnap	Kirstie Mortensen
Lance Moore	Laurel Shelley	Lennox Jacobson	Linlea West	Lori Donkersgoed	Matt Paskett
Matthew Davies	Megan Hennessy	Michelle Porcelli	Nancy Kelley	Nancy Steffan	Natalie Roberts
Peter Moulton	Rebecca Denning	Robert Hagerdorn	Robert Willardson	Ryan Williams	Sandy Coxson
Sarah McConkie	Scott Sumner	Staci Biolo	Steve Miller	Steven Jackson	Susan Nelson
Suzanne Parker	Ted Taylor	Thomas Busby	Thomas Porter	Tiffany Bliss	Todd Smith
		Trevor Schramm	Test Group		

https://byu.craniumcafe.com/directory/by-department#ASL

11:54 AM

CONTACT CARDS

This takes me down the page to the ASL section, where all the TAs and their information are listed. To schedule my appointment, I will click on 'Schedule Meeting' which is in the bottom right of each TA's contact cards.



A screenshot of the ConexED ASL section. The page features a sidebar on the left with navigation options: Student Support Center, Dashboard, Milestones, Support Network, Notifications, View Meetings, Document Library, Office Hours & Settings, Profile Settings, Archives, and Help Center. The main content area displays a grid of contact cards for ASL TAs. Each card includes a profile picture, name, role (ASL TA), and phone number. The 'Schedule Meeting' button on Sean's card is circled in red. A 'Knock on Door' button is visible on the cards for Sean, Claire, and Betsy. A 'ConexED' logo is present on the card for the ASL Peer to Peer service. A 'Back to Top' button is located in the bottom right corner.

A smaller window

pops up, showing me an option for dates, and an array of reasons for meeting. I can schedule Conversation Cafes and Signing Appointments here in addition to questions. I also see that under each option the length of the meeting is predicted. There are also different buttons for Signing Appointments for ASL 041, ASL 043, ASL 051, and ASL 053. In the future, I will be certain to select the one that lists my course specifically. For now, I just have a question, so I will select 'ASL Question.' This is a 5 minute meeting.



SELECT A MEETING DATE

<< Last Week Sunday Aug 14 Monday Aug 15 Tuesday Aug 16 Wednesday Aug 17 **Thursday Aug 18** Friday Aug 19 Saturday Aug 20 Next Week >>

SELECT A REASON FOR MEETING

<input type="radio"/> ASL Question <i>(5 minute meeting)</i>	<input type="radio"/> ASL-041: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-041: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-041: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-043: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-043: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-043: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-051: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-051: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-051: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-053: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-053: Graded Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-053: Practice - Signing Appointment <i>(15 minute meeting)</i>		

Close

SCHEDULING

When I do this, a new option appears below: 'Select a meeting location.' Because I don't want to go to BYU campus, I will select 'Video Meeting.'

When I select that, options for today and tomorrow appear. I'm going to plan for tomorrow. I know that if I want to schedule a meeting further out, I can click 'Next Week' at the top of the page to view more dates.

<< Last Week Sunday Aug 14 Monday Aug 15 Tuesday Aug 16 Wednesday Aug 17 **Thursday Aug 18** Friday Aug 19 Saturday Aug 20 Next Week >>

SELECT A REASON FOR MEETING

<input checked="" type="radio"/> ASL Question <i>(5 minute meeting)</i>	<input type="radio"/> ASL-041: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-041: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-041: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-043: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-043: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-043: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-051: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-051: Graded - Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-051: Practice - Signing Appointment <i>(15 minute meeting)</i>	<input type="radio"/> ASL-053: Conversation Café <i>(10 minute meeting)</i>	<input type="radio"/> ASL-053: Graded Signing Appointment <i>(15 minute meeting)</i>
<input type="radio"/> ASL-053: Practice - Signing Appointment <i>(15 minute meeting)</i>		

5 minutes are required for this meeting

SELECT A MEETING LOCATION

<input type="radio"/> BYU HCEB 107	<input checked="" type="radio"/> Video Meeting
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SELECT A MEETING DATE

<input checked="" type="radio"/> Thursday, 08/18/2022	<input type="radio"/> Friday, 08/19/2022
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Scheduling

Recommended time slots appear at the bottom of the screen, along with which TA they are with. I am going to choose the availability that suits my needs best.



SELECT A MEETING DATE

Thursday, 08/18/2022 Friday, 08/19/2022

RECOMMENDED TIME SLOTS

Thursday, 08/18/2022 (All Times Shown In America/Denver Timezone)

→ 12:30 PM to 12:35 PM with Betsy	→ 1:00 PM to 1:05 PM with Betsy	→ 1:10 PM to 1:15 PM with Hannah Green
→ 1:20 PM to 1:25 PM with Claire	→ 1:30 PM to 1:35 PM with Betsy	→ 1:50 PM to 1:55 PM with Betsy
→ 2:20 PM to 2:25 PM with Hannah Green	→ 2:50 PM to 2:55 PM with Claire	→ 3:20 PM to 3:25 PM with Betsy
→ 3:30 PM to 3:35 PM with Sean	→ 3:50 PM to 3:55 PM with Betsy	→ 4:00 PM to 4:05 PM with Sean
→ 4:30 PM to 4:35 PM with Sean	→ 4:40 PM to 4:45 PM with Betsy	→ 4:50 PM to 4:55 PM with Betsy
→ 5:00 PM to 5:05 PM with Sean	→ 5:20 PM to 5:25 PM with Betsy	→ 5:30 PM to 5:35 PM with Betsy

[Show More...](#)

Close

SCHEDULING

When I select a time, a new page requesting my netID, phone number, program, course ID, and the purpose for my visit. After filling these out, I click 'Schedule Appointment' to finalize the meeting.



5 minutes are required for this meeting

SELECT A MEETING LOCATION

BYU HCEB 107 Video Meeting

SELECT A MEETING DATE

Thursday, 08/18/2022

RECOMMENDED TIME SLOTS

Thursday, 08/18/2022 (All Times Shown In America/Alaska)

<input checked="" type="radio"/> 12:35 PM to 12:40 PM with Betsy	<input type="radio"/> 1:05 PM to 1:10 PM with Betsy
<input type="radio"/> 1:10 PM to 1:15 PM with Hannah Green	<input type="radio"/> 1:30 PM to 1:35 PM with Betsy
<input type="radio"/> 1:50 PM to 1:55 PM with Betsy	<input type="radio"/> 2:50 PM to 2:55 PM with Betsy
<input type="radio"/> 3:20 PM to 3:25 PM with Betsy	<input type="radio"/> 3:50 PM to 3:55 PM with Betsy
<input type="radio"/> 4:00 PM to 4:05 PM with Sean	<input type="radio"/> 4:30 PM to 4:35 PM with Sean
<input type="radio"/> 4:50 PM to 4:55 PM with Betsy	<input type="radio"/> 5:00 PM to 5:05 PM with Sean
<input type="radio"/> 5:30 PM to 5:35 PM with Betsy	<input type="radio"/> 5:20 PM to 5:25 PM with Betsy

[Show More...](#)

Staff Member: Sean
When: Thursday, 08/18/2022 4:00 PM to 4:05 PM
Where: (Video Meeting)
Why: ASL Question

What is your netID? *

What is your phone number? *

What program are you here for? *

- BYU Independent Study
- BYU Online High School
- BYU Salt Lake Center
- BYU FlexGE
- TutorConnect
- Other

What course are you here for? *

What specific concept lesson/unit or assignment would you like to review? *

[Schedule Appointment](#) [Cancel](#)

[Close](#)

Yay!

ConexED

BYU

Dashboard

Welcome to the Student Support Center

TEST STUDENT
STUDENT
(request role upgrade)

Online

Student Support Center

Dashboard

Milestones

Support Network

Notifications

View Meetings

Document Library

Office Hours & Settings

Profile Settings

Archives

Milestone Progress

Upcoming Appointments

Thursday, Aug 18th 2022

4:00 PM to 4:05 PM

Meeting with Test Student

Meeting Location:
In Sean's Cafe

Meeting Attendees:

Copy Meeting Link

Now when I go back to my dashboard, my appointment appears on the right under "Upcoming Appointments!" I can copy the meeting link from here, or from the reminder email that is automatically sent to me.



Peer-to-Peer Assignments

One of my course requirements is attending a Peer to Peer (P2P) meeting. I navigate back to my course contact page (in this case ASL) and notice that there is a contact card specifically for the Peer-to-Peer assignment.

The screenshot shows a grid of contact cards for the ASL course. The cards are arranged in three rows. The first row contains three cards for Sean, Claire, and Betsy. The second row contains three cards for Karena, ASL Peer to Peer, and Alicia. The third row contains one card for Holly. The 'ASL Peer to Peer' card is circled in red. Each card includes a profile picture, name, title, and contact information, along with 'SEND OFFLINE MESSAGE' and 'SCHEDULE MEETING' buttons.

Name	Status	Message	Meeting
Sean	Away	I'm in a meeting at the moment	Thursday, 11:55:00 AM MDT
Claire	Online	Knock on Door	
Betsy	Away	I'm in a meeting at the moment	Wednesday, 10:35:48 AM MDT
Karena	Offline		
ASL Peer to Peer	Offline	ConexED ASL Peer to Peer 'Knock on Door' to enter Schedule i	ASL 041, 043, 051, 053
Alicia	Offline		
Holly	Offline		



Back to To

Peer-to-Peer Assignments

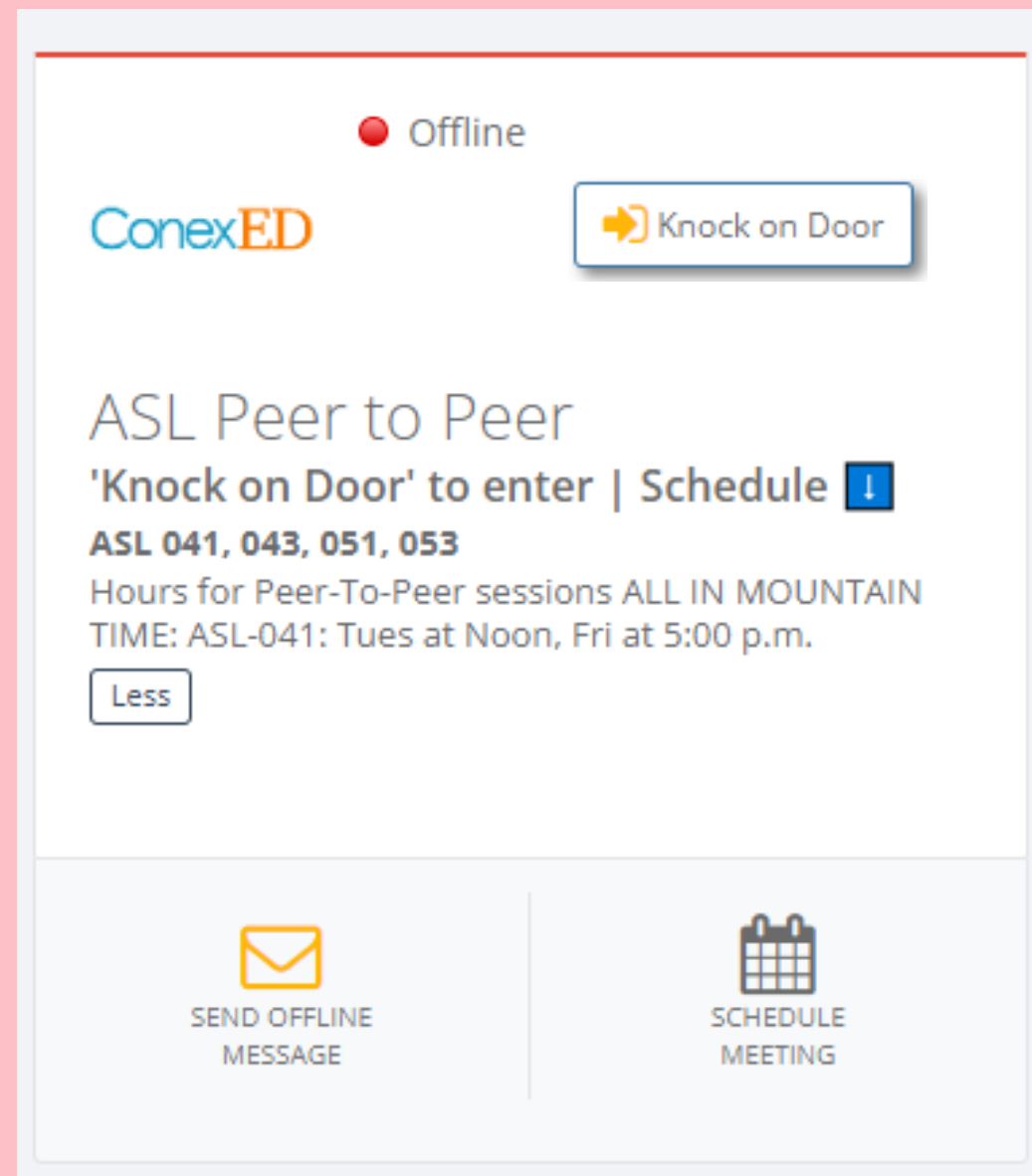
It says 'Knock on Door' to enter, but I don't see a 'Knock on Door' button, even though I see it on some of the TA's contact cards. I see that there is a blue arrow that says "Schedule" also on the P2P card, so I click the icon that says "click to read bio" underneath it.



A screenshot of a user profile card on the ConexED platform. At the top right, there is a red dot and the text "Offline". The ConexED logo is in the top left. The main title is "ASL Peer to Peer" with a subtitle "'Knock on Door' to enter | Schedule" and a blue arrow icon. Below this, it lists "ASL 041, 043, 051, 053" and "Hours for Peer-To-Peer sessions ALL IN MOUNTAIN TIME: ASL-041: Tues at Noon, Fri at 5:00 p.m." There is a "Less" button. At the bottom, there are two action buttons: "SEND OFFLINE MESSAGE" with an envelope icon and "SCHEDULE MEETING" with a calendar icon.

Peer-to-Peer Assignments

It tells me the hours that the Peer-to-Peer sessions are open (all in Mountain Standard Time). The 'Knock on Door' button will appear at those times but will remain closed outside the scheduled P2P hours. I will come back at one of those times and request entry then.



Offline

ConexED

Knock on Door

ASL Peer to Peer

'Knock on Door' to enter | Schedule

ASL 041, 043, 051, 053

Hours for Peer-To-Peer sessions ALL IN MOUNTAIN TIME: ASL-041: Tues at Noon, Fri at 5:00 p.m.

Less

SEND OFFLINE MESSAGE

SCHEDULE MEETING

