**HuskyTime – Quick Setup for Scheduling Module**

1. **Update Settings (Dept Admin->Settings)**. Click on Schedule tab. Change value to Y and activate Schedule Module setting. You’ll see two additional menu sections on the left (Schedule and Schedule Admin).
2. **Grant Permission (Dept Admin->Employees)**. By default, Dept Admins are automatically given access to the module. If you need other staff members to have access, you’ll need to go to their profile, Permissions tab, and give them the Scheduler role.
3. **Create Categories (Schedule Admin->Categories).** Select Categories.
   1. Click on Schedule Type and add different times of the years, Summer, Semester, Break, etc.
   2. Click on Duty Type and add the different functions your students will do.
4. **Build Templates (Schedule Admin->Templates)**. Using the schedule and duty types created, create a template for each one. Enter the number of slots/people needed for each entry.
5. **Add Availability (Schedule->Available)**. This screen allows students to add in their availability which you’ll use to populate the schedule.
6. **Add Student/Assign Duty (Schedule Admin->Duty List)**. From the dropdown list, select the student then click on which duty they will be assigned. \*For the first student, you’ll need to go to the student’s profile, then the Schedule tab, select Yes in Schedule sub-section then Update Schedule. Then go to the Duties sub-section and add the appropriate one. Return to Duty List and you can add and assign as needed.
7. **Create Schedule (Schedule Admin->Schedule)**. Go to the Generate tab and create a range by using the schedule, duty, start and end date from shifts create previously. The schedule will be empty. You’ll now need to have students add in their availability so you can populate the schedule. Initially, the schedule will be unpublished allowing you to make changes before students are able to view it.