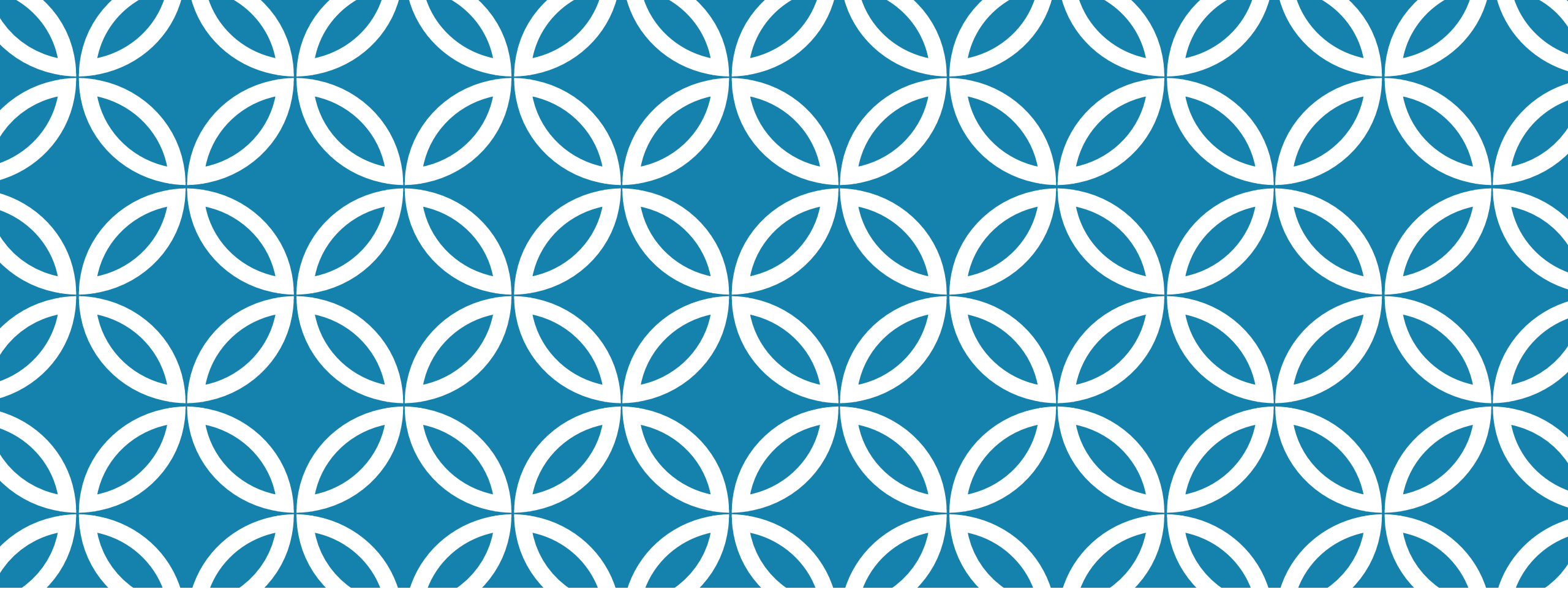




LIBCAL

Adding A Session Outside of
Normal Hours

ADDING A SESSION OUTSIDE OF NORMAL HOURS

1. Log into LibCal and click on Appointments.
2. Once on the Appointments page, click on the Availability tab.
 - a) The Availability tab will appear as shown in slide 2a.
3. On the Availability tab, fill in the necessary information for the session you want to add outside your normal hours and press Save.
4. Once you have pressed Save, your new session will show as an option on your calendar.
5. Your new session will be made available on the student's side. Either you or the student should be able to reserve the session.

1

LibCal Home Events **Appointments** Spaces LibMaps Tickets & Passes Stats Admin Help jnielsen@robeson.edu Logout

Howdy Justin!

My Upcoming Events

My Upcoming Events

No Events coming up!

My Upcoming Appointments

No Appointments coming up!

Springshare News



Beat the heat with these cool
Training Sessions

Springy News

The latest Springshare blog entries:

- [Tales From the Co-Op: August Exchanges](#)
- [Save Your Seat Around the Virtual Campfire! Register for SpringyCamp 2026](#)

2

LibCal

HomeEventsAppointmentsSpacesLibMapsTickets & PassesStatsAdminHelp

jnielsen@robeson.eduLogout

Appointments

My Appointments

Availability

Calendar

Booking Explorer

My Settings

Booking Forms

Integrations

Widget/Embed Code

Use this page to view information on all of your upcoming appointments. To create a new booking, click on the appropriate time slot in the availability grid. To view past appointments, use the arrows or select a date in the calendar grid and click on the confirmed booking slot, or use the Booking Explorer tab.

<<

Aug 23 - Aug 29, 2023

>>

	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							

Available

Confirmed

+ Add New Booking

Upcoming Appointments

Time Zone: Eastern Time - US & Canada

No Upcoming Appointments!

View Past Appointments

Public Pages

My Landing Page

My Page For Tutoring Center

All Users & Locations

Powered by Springshare. All rights reserved.

Report a tech support issue. / Public Site

English

https://robeson.libcal.com/admin/appointments/upcoming#s-lc-tab-appointments

Appointments

- My Appointments
- Availability
- Calendar
- Booking Explorer
- My Settings
- Booking Forms
- Integrations
- Widget/Embed Code

Use this page to set up your availability - this determines the dates and times that patrons can book an appointment with you. The grid on the right of the screen shows your current availability. If your site uses Locations and Groups, you can use the Location and Group selectors to filter and view your availability at a specific Location/Group.

To delete availability, select the 'delete' option, fill out the form as you normally would when adding availability, and then run the pre-delete checks to see any bookings that have been created within this range. Deleting availability will not delete previously created bookings.

To quick delete an available time slot individually, click on the slot in the availability grid.

Add/Delete Availability

Select the location and pattern that you want to add or delete availability for. Note that input dates are restricted to 12 months in advance.

Add/Delete ⓘ

☒ Add

☐ Delete

Time Zone ⓘ

Eastern Time - US & Canada

Start Time ⓘ

🕒

End Time ⓘ

🕒

Repeat Pattern ⓘ

☐ Single Date

☐ Daily

☐ Weekly

☐ Monthly

☐ Multi-Date Picker

Location ⓘ

Tutoring Center ▾

Group ⓘ

All Groups ▴

Directions Override (optional) ⓘ

The Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

Save

⏪ Aug 23 - Aug 29, 2026 ⏩

	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu	28 Fri	29 Sat
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							

Available

Confirmed

3

*Note: You will want to be proactive and enter your session ahead of the time of the desired session.

Add/Delete Availability

Select the location and pattern that you want to add or delete availability for. Note that input dates are restricted to 12 months in advance.

Add/Delete ⓘ

☒ Add

☐ Delete

Time Zone ⓘ

Eastern Time - US & Canada

Start Time ⓘ

6:00pm

End Time ⓘ

7:30pm

Repeat Pattern ⓘ

☒ Single Date

☐ Daily

☐ Weekly

☐ Monthly

☐ Multi-Date Picker

Date ⓘ

Thursday, August 27, 2026

Location ⓘ

Tutoring Center

Group ⓘ

Tutors

Directions Override (optional) ⓘ

The Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

Save

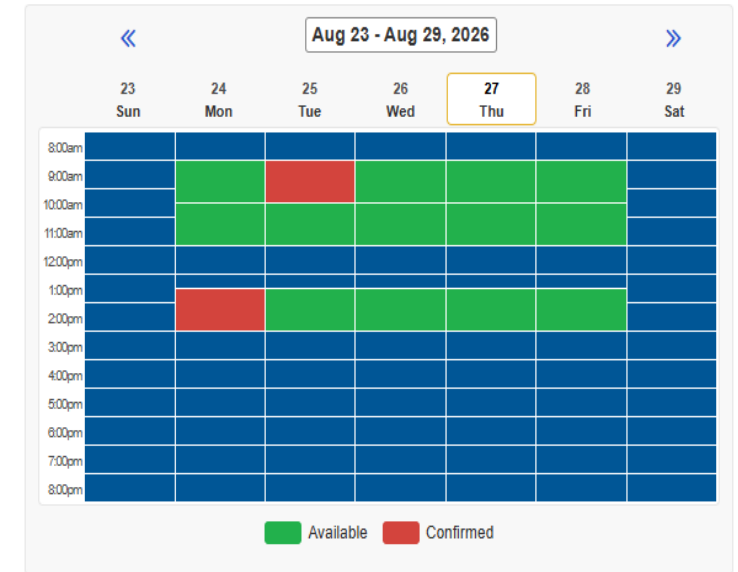
Click inside the box to change the date, if desired.

Put in your desired session here.

Change the Group to Tutors to see your schedule on the calendar.

2

Here you can choose to have the session appear on your schedule repeatedly. **Be aware that you will still need to schedule the student for each session yourself though.**



Date ⓘ Thursday, August 27, 2026

« August 2026 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

4

Add/Delete Availability

Select the location and pattern that you want to add or delete availability for. Note that input dates are restricted to 12 months in advance.

Add/Delete  ☒ Add
☐ Delete

Time Zone  Eastern Time - US & Canada

Start Time  6:00pm 

End Time  7:30pm 

Repeat Pattern  ☒ Single Date ☐ Daily ☐ Weekly ☐ Monthly ☐ Multi-Date Picker

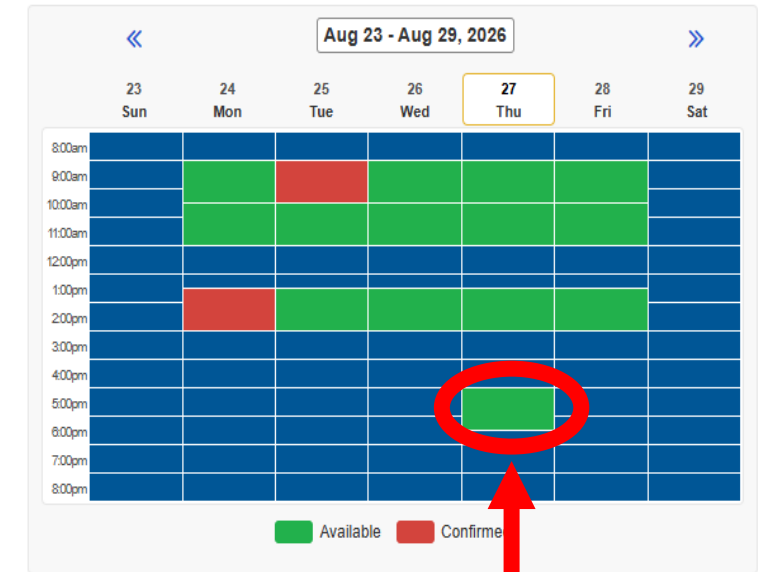
Date  Thursday, August 27, 2026 

Location  Tutoring Center

Group  Tutors

Directions Override (optional)  The Tutoring Center is located in Bldg 4 on the main floor of the Library in the Glass Room.

Save



***[IMPORTANT NOTE]:** Your new session is available now. This does **NOT** mean that your student is already scheduled for the session. You or the student will have to schedule in the session afterwards.

***[Additional Note]:** If you end up accidentally adding an unwanted session to your schedule, please notify the Tutoring Center @ (910) 272-3320 (or my cell #) and we will remove it for you.

Before the session has been added

1. Select a staff member:

Tutoring (1 hour, 30 minutes)

☐ Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Dr. Charlotte Williams - Eng/Educ/TestPrep

☐ Emma Scott (online sessions only) Bio/Math/Eng

☐ Hazel Sumner - Eng/Hist/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Joy Bukowy - Accounting/CompSci/Bus/Econ

☒ Justin Nielsen - Canvas/Math/Physics/Chem/CompSci

☐ Susan Taylor - Chemistry

2. Select Date:

August 2026 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

3. Select Time:

Thursday, August 27, 2026

Time Zone: Eastern Time - US & Canada ([change](#))

1:30pm

Continue

After the session has been added

1. Select a staff member:

Tutoring (1 hour, 30 minutes)

☐ Alice McLean-Melvin - Eng/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Dr. Charlotte Williams - Eng/Educ/TestPrep

☐ Emma Scott (online sessions only) Bio/Math/Eng

☐ Hazel Sumner - Eng/Hist/Rel/Hist/Psych/Soc/EarlyChild/CrimJust

☐ Joy Bukowy - Accounting/CompSci/Bus/Econ

☒ Justin Nielsen - Canvas/Math/Physics/Chem/CompSci

☐ Susan Taylor - Chemistry

2. Select Date:

August 2026 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

3. Select Time:

Thursday, August 27, 2026

Time Zone: Eastern Time - US & Canada ([change](#))

1:30pm 5:00pm

Continue