

# Allow Teachers to Block Slots

## Why upgrade teacher access?

By default, teachers have **Appointment Viewer** access only — they can view their schedule but not make changes.

Upgrading teachers to **Appointment Maker** access allows them to **block their own slots** before the scheduler opens to parents. This is useful when an admin has bulk-created slots for all teachers, and each teacher needs to block off specific times (e.g., for breaks or unavailability).

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## How to upgrade teacher access

1. Go to **Global Setup / Contacts**.
2. Click **Show Advanced Options**.
3. Click **Modify Access Level**.
4. Change the access level from **Appointment Viewer** to **Appointment Maker** for your teachers.

Each teacher will now have access to manage their own schedule.

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## How teachers block/unblock slots

1. Log into the Admin UI — teachers will land directly on the **Reports** section.
  2. Click **Block Schedule** at the top of the page to go to the **Appointments** page, showing their available time slots.
  3. To **block** a slot, click the **X** in that slot's cell — it will turn **red**.
  4. To **unblock** a slot, click the **X** again — it will turn back to **blue**, indicating it's available.
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