

Allow Teachers to Block Slots

The default Administrative access for teachers is **Appointment Viewer** access only. You can, however, provide all your teachers with Appointment Maker access. This would allow your teachers to block slots prior to opening up the scheduler to parents. This would be used if an Admin has created an entire batch of slots for all the teachers and wanted each teacher to be able to block specific slots.

To upgrade the teacher access, you would go to the [Global Setup / Contacts Setup](#) page. Select Show Advanced options and click on the Modify Access Level button. Modify your teachers' access from **Appointment Viewer** to **Appointment Maker**.

Each teacher will then have access to their own schedule.

A teacher can block their own slots by going into the Admin UI, where they will be immediately in the Reporting section. At the top of the page is a Block Schedule button. This will take the teacher to the Appointments page, where they will see their schedule of available time slots. To block a slot, they should click on the X in the slot cell. The slot will turn red, indicating that it is blocked. To unblock a slot, they can click on the x once again, and the slot will turn blue, indicating that it is available.

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