To Add a Student Appointment on your own calendar

1. From the Dashboard, click on Add Appointment

   In the Appointment Information Screen:
   1. Enter the Student Name in Student Lookup Box
   2. Hit the Select Button in order to move student info into top of box
   3. Select Date, start time and end time.
   4. Use Type Drop Down to select reason for appointment
   5. Type any additional appointment notes in the Description text box
   6. Click Create in the bottom right corner
You then have the option if you want to send the invite to the student:

The email the student receives:

CSU, CHICO Notice

You have received an appointment from Kelly McGregor.
Date: Mon, 11/09/2015 09:00 AM PST
Appointment Type: Course Selection and Planning
Advisor: Kelly McGregor
Go to https://cscchico.agilegrad.com/student_event/13157/5M2WM2R1/ to view or change this appointment.

If the Student clicks the link they see this:
The appointment will show up in your Upcoming Events box

And in the Action Items box on your Dashboard: