Adjusting the Priority of a Student in the Queue

When a student signs in to the queue, the system will automatically put him/her at the bottom of the priority. Sometimes, we need to adjust priority (i.e.: we need to put someone back in the queue to see a different advisor, a student is accidentally missed, etc.)

To change the priority of a student in the queue, use the arrow and triangles to the right of the priority number.

1) The large arrow to the right will bump the student to the top of the queue
2) The smaller “triangles” will bump the student up or down 1 slot in the queue