

# Appointy Usage

## What is Appointy?

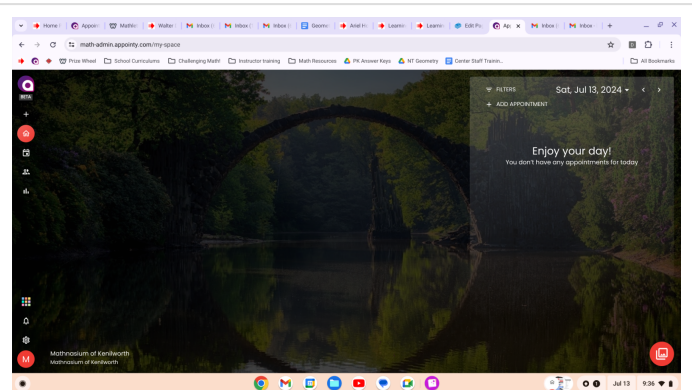
**Appointy** is our student scheduling software that we use to track and forecast student attendance.

## When to Use Appointy?

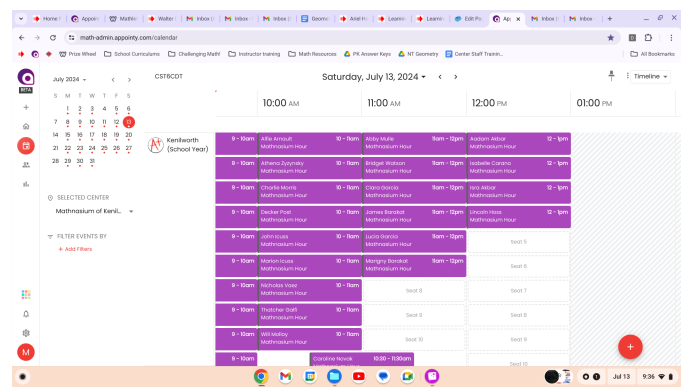
- If you forget to sign your student into Radius, you may check Appointy as a general estimate of when the student is leaving. (Note: Parents will often bring their child in a few minutes earlier or later than their scheduled time. Parents may also call/text to schedule appointments the day of their session, to which their session will usually not appear in Appointy.
- If you would like to forecast the instruction load in future hours of your shift, you may use Appointy as a guide to balance instruction vs. side tasks.

## How to Use Appointy

1. First, navigate to the Mathnasium Appointy [homepage](#).



2. Next, select the "Calendar" tab from the left menu



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Revision #1

Created 13 July 2024 14:15:47 by edisonsun

Updated 12 September 2024 19:21:20 by edisonsun