



Guide: Subscribing to 'Student Success – UA Closings' Calendar in Slate

- 1. Login to Slate: https://studentsuccess.ua.edu/manage/
- 2. Click on 'Events' in the top navigation menu.
 - Sate 🖩 🖆 🖬 🖬 🖬 🗰 🔯
- 3. Click on the 'your feeds' link on the lower right-hand side bar.

			*	Student Success			
ts Event New Template					i Search Events	÷	Events Scheduler Active Scheduler Resources
	User	# Timez	one	Realm	Deadline		Trips
							Calendar List View
							All Events
							Confirmed Tentation
							Cancelled/Declined
							All Folders
							ABS
							Coaching
							Supplemental Instruction Templates
							Tutoring
							-
							Associate, Arapet
							Exclude archived
							Include archived
						Cale	endars (<u>your feed</u>
							Contra Parkar Sultan
							Elizati Howard Duffer
							Property Property lines

4. Click 'Student Success – UA Closings' under Available Calendars.



5. Check the **'Share as free/busy calendar'** box. (Checking this box is how Active scheduler honors the days that UA is closed. By leaving the box





unchecked, you (the user) are subscribing to see UA holidays, but not block days for students to schedule.) <u>https://hr.ua.edu/payroll/holiday-schedule</u>

Nome	Student Success - UA Closings					
Share	Share as free/busy calendar					
Color						
	#9e1b32					
	cancel choose					
	#9e1b32					

- 6. Change the color. The default appears to be black, but it is transparent. *(Bonus: UA crimson is #9e1b32)*
- 7. Click 'Subscribe'.