Success Network Instructions
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Adding Office Hours & Appointments (setting your availability)

Click Home on the Top Navigation bar if you have not already done so.

Add Office Hours – use this function to plan *recurring* appointments

1. Click **Add Office Hours**

2. Add in your appointment availability (e.g., **Add Office Hour**)
   - Add in a **Title** for your availability (the title should be the same across your department)
   - Select the **day(s)** of your availability. How often do you want your availability to recur?
   - **(What time?)** Specify a Start and End time for your availability
   - **Where?** Make sure your **Location** is checked
   - Select your **Office Hour Type** (type of availability you have i.e., scheduled appointments, walk-ins, walk-ins and appointments...)
   - Select the **Appointment Type** - either Advising or Teaching
   - Enter any special **Instructions** for students when they make an appointment
   - Enter the **Start/End Date** of your recurring availability

3. When finished, click **Submit**
Scheduling Wizard – use this function to plan appointments by specific days/times per week

1. Click **Scheduling Wizard**

![Scheduling Wizard](image)

2. Add in your appointment availability
   - **Title** (of the appointment)
   - **Where?** (location of the appointment)
   - **How Long?** (duration of the appointment)
   - **Appointment Types**
   - **Instructions** (if applicable)

![Appointment Details](image)

3. When finished, click **Next**

4. Enter the **start** and **end** time for your availability for the selected week.
   - Click the arrows **here** to change the week

![Availability Calendar](image)

5. When you are done entering your availability, click **Finish**
Add Student Appointments

1. Click **Add Appointment**

![Add Appointment](image)

2. Enter the following information to schedule an appointment for a student.

- Search for a student using the **With** field.
- Select the date **(When)**
- Select the **Start** time and **End** time of the appointment
- Select the **Location**
- Select the **Reason** for the appointment

![Add Appointment](image)

3. When finished, click **Submit**

   **Note:** As the calendar owner, you can add appointments at any date and time, regardless of whether they occur within available blocks.