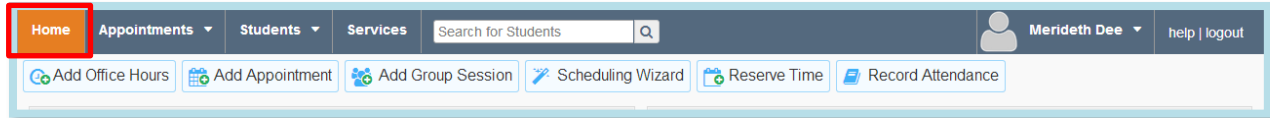


Success Network Instructions

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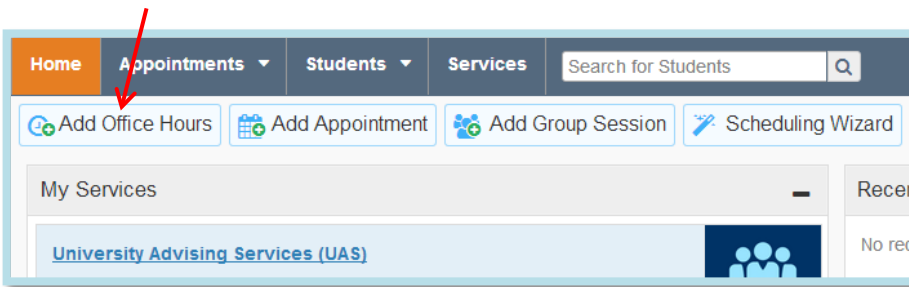
Adding Office Hours & Appointments (setting your availability)

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**)

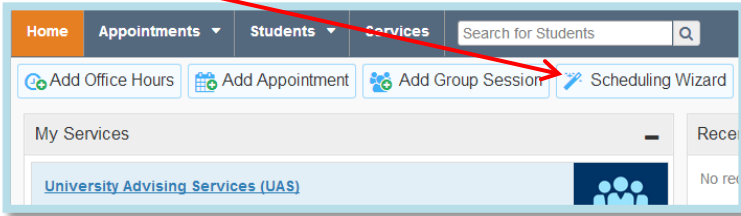
- Add in a **Title** for your availability (the title should be the same across your department)
- Select the **day(s)** of your availability. How often do you want your availability to recur?
- **(What time?)** Specify a **Start** and **End** time for your availability
- **Where?** Make sure your **Location** 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

A screenshot of the 'Add Office Hour' form. The form contains several fields: 'Title' (Appointment), 'What day(s)?' (Weekly), 'Repeats every' (2 week(s)), 'Repeat on:' (Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'What time?' (1:00 PM to 3:30 PM), 'Where?' (UAS - SU-80, Room 201), 'Office Hour Type' (Scheduled Appointments Only), 'How long?' (30 minutes minimum and maximum appointment length), and 'Appointment Types' (Advising, Teaching). There are also tabs for 'INSTRUCTIONS' and 'START/END DATE'. The 'Starts' field is set to 08-25-2014 and the 'Ends' field is set to On Date 09-08-2014. A red arrow points from the bottom of the list on the left to the 'Submit' button at the bottom right of the form.

3. When finished, click **Submit**

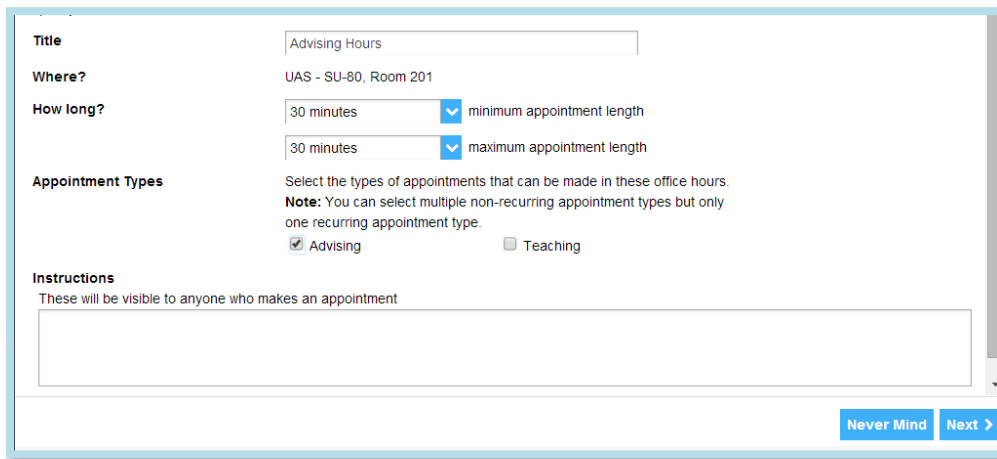
Scheduling Wizard – use this function to plan appointments by specific days/times per week

1. Click **Scheduling Wizard**



2. Add in your appointment availability

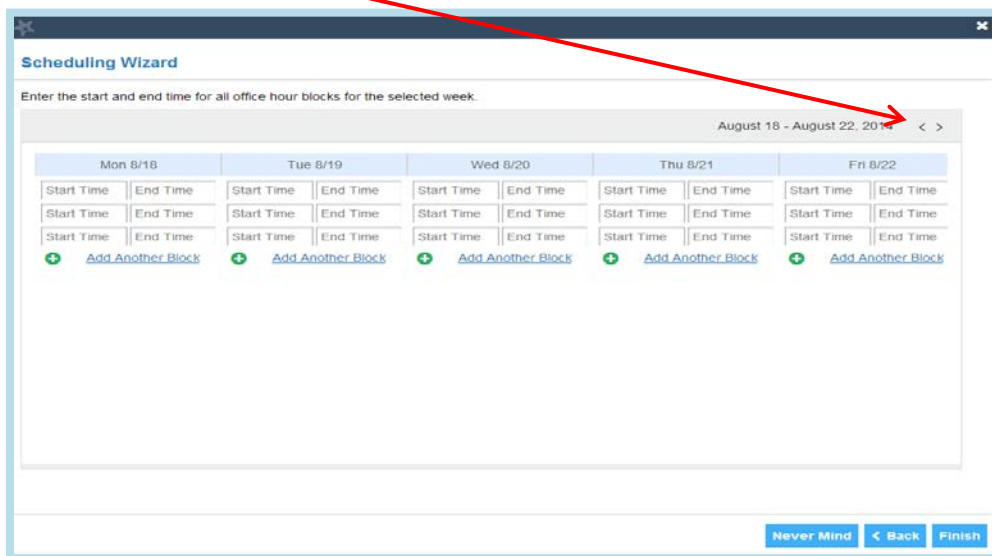
- **Title** (of the appointment)
- **Where?** (location of the appointment)
- **How Long?** (duration of the appointment)
- **Appointment Types**
- **Instructions** (if applicable)

A screenshot of a form titled 'Appointment Availability'. It contains several sections: 'Title' with a text input field containing 'Advising Hours'; 'Where?' with a text input field containing 'UAS - SU-80, Room 201'; 'How long?' with two dropdown menus, both set to '30 minutes', labeled 'minimum appointment length' and 'maximum appointment length'; 'Appointment Types' with a note and two checkboxes, 'Advising' (checked) and 'Teaching' (unchecked); and 'Instructions' with a text area and a note 'These will be visible to anyone who makes an appointment'. At the bottom right are 'Never Mind' and 'Next >' buttons.

3. When finished, click **Next**

4. Enter the **start** and **end** time for your availability for the selected week.

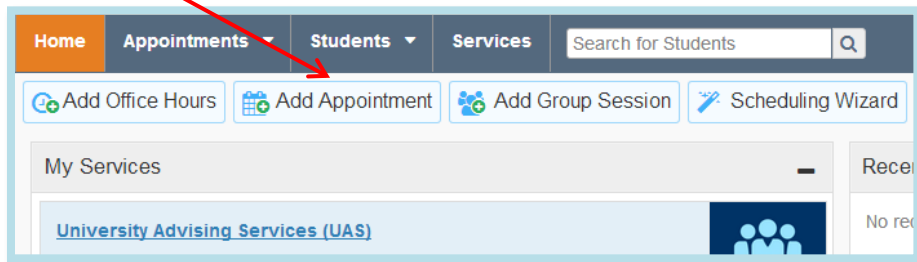
- Click the arrows **here** to change the week

A screenshot of the 'Scheduling Wizard' interface. At the top, it says 'Enter the start and end time for all office hour blocks for the selected week.' Below this is a calendar grid for the week of August 18 - August 22, 2014. The grid has columns for each day from Monday to Friday. Each day has a table with 'Start Time' and 'End Time' input fields. Below each table is a green plus icon and the text 'Add Another Block'. A red arrow points from the text 'Click the arrows here to change the week' to the left and right navigation arrows at the top right of the calendar grid. At the bottom right are 'Never Mind', '< Back', and 'Finish' buttons.

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

Add Student Appointments

1. Click **Add Appointment**



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 Never Mind Submit

SCHEDULING **OUTCOMES** **SPEEDNOTES**

* **With** Select a person... Search: Active terms All terms

* **When** 08-20-2014 Start Time to End Time

* **Where** Select a location...

* **Reason** Select a reason...

Course Select course...

Sharing Shared Private

Detailed Description

Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields

Never Mind Submit

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.