ROOSUCCESS: How to Set up your Profile

Link to RooSuccess

- 1) Login to RooSuccess using the same NetId and password that you use for your email and Blackboard.
- 2) On the first login, find the RooSuccess and menu options in the top left corner and click on the menu icon:
- 3) Click on the little down arrow next to your name so that the menu looks like this. Then click on Institutional Profile:

4) This is the Edit Profile tab. The instructions at the top of this page say to fill this out as much as possible. Do NOT add a title - this will allow RooSuccess to tailor your title to your connection to students (Instructor vs. Advisor). If you add your current title, that will override your connection in the student view. Leave Cell Phone and Alternate Email blank unless you want students to have those. Also notice that this is where you can find the link directly to your appointment schedule. Come back once you have appointment set up to grab that link.

Image: Contract of the contract of	Edit Profile	е		
Profile Settings Control your login page and shared links. Preferred Login Page Default Login Page Share Links Share Links Share Your appointment and/or profile link with students and other staff members. Show Me How Link to schedule an appointment with me https://canton.staffsh-opsi/Winstructor/serviceCatalog.htm?bookmark=connection/B180/schedule Cory, URL to cleboard Make URL available on my profile in the Service Catalog.htm?bookmark=connection/B180 Cory, URL to cleboard Make URL available on my profile in the Service Catalog.htm?bookmark=connection/B180 Cory, URL to cleboard Make URL available on my profile in the Service Catalog.htm?bookmark=connection/B180 Cory, URL to cleboard		The Best Instru Upload Photo Username best	Institution Email best@canton.edu	
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Default Login Page - Share Links - Share your appointment and/or profile link with students and other staff members. • • Show Me How - Link to schedule an appointment with me - https://canton.staffshouldins.com/staffsh-ops/dl/instructor/serviceCatalog.html?bookmark=connection/5180/schedule - Ow Make URL available on my profile in the Service Catalog html?bookmark=connection/5180 - Files/Landon staffshouldins.com/staffsh-ops/dl/instructor/serviceCatalog.html?bookmark=connection/5180 - • Make URL available on my profile in the Service Catalog html?bookmark=connection/5180 - • Make URL available on my profile in the Service Catalog html?bookmark=connection/5180 - • Make URL available on my profile in the Service Catalog html?bookmark=connection/5180 - • Make URL available on my profile in the Service Catalog html?bookmark=connection/5180 - • Make URL available on my profile in the Service Catalog for other staff. - • Make URL available on my profile in the Service Catalog for other staff. -	Preferred Login Page			
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Make URL available on my profile in the Service Catalog for other staff.	Link to view my profile https://canton.starfishsolutions.com Copy URL to clipboard	/starfish-ops/dl/instructor/serviceCatalog.htm	nl?bookmark=connection/5188	
	Make URL available on m	ny profile in the Service Catalog for other stat	ff.	

RooSuccess

Edit Profile

Notifications

Appointment Preferences

5) Appointment Preferences can be set up at any time IF you plan to allow students to make appointments with you via RooSuccess. Set up multiple locations if you choose (this includes the ability to meet with students in person vs. via phone or online – set each method up as its own location). Add Calendar Managers if there are other people who you want to be able to have access to your calendar.

ausonitze your appointment locations.					
Add Location					
Name	Туре				
Online using BB Collaborate	Online	:			
Instructions Here is the link for our appointment: https://us.bbcollab.com/gu	est/580979471e974be0a8ff2ea8f	bb70ded			
By phone	Phone				
Instructions Please let me know what number to call you at					
Web based using Microsoft Teams	Online	:			
Instructions Click this link to open Teams: https://teams.microsoft.com/l/cha	t/0/0?users=taverniers@canton.e	du			
via email	Online	:			
Instructions Use this type when conversations occurred over email					
MCC 224	Office				

6) **PLEASE review your email notification preferences**. You can choose how often RooSuccess contacts you. You might want to do one email per day for appointments and one for Flags as a good starting point.

Арроппппе	1113	
Customize appointment	notification preferences.	
Planning Remir	ders	
Choose how you want t	receive reminders about your appointments.	
🔵 Don't send me p	lanning reminders	
Send me a notif	cation individually for each appointment	
Send me a dige	t of all appointments	
Alert Reminder	5	
Specify whether you wa	nt an alert just before the appointment starts.	
Notify me before	the start.	
15 minutes	A	

SYNC your RooSuccess and your Outlook Calendars

IF you want to SYNC your Outlook calendar with your RooSuccess calendar, you need to follow a few extra steps. This will pay off!

- 1) Log into your email account using Outlook.
- 2) Go to the calendar view:



3) Under "My Calendar", right click on your calendar, then Share then Calendar Permissions:

	26	27	2°	- 20	20 24 1		S	UNDAY	MONDA
	2	3			Open in New Window		1	6	17
	9	10	1		New Calendar		Π.	0	
	16	17	1		<u>H</u> ide This Calendar				
	23	24	2		<u>O</u> verlay				
					<u>C</u> olor	×			
	SU	мо	TI	Ĩ	<u>R</u> ename Calendar				
	50			1	<u>C</u> opy Calendar				
	2	3			Move Calendar				
	9	10	1	×	<u>D</u> elete Calendar		-		
	16	17	1	6	Recover Deleted Items				
	23	24	2		Move <u>U</u> p				
	30	31		•	Move D <u>o</u> wn				
					<u>S</u> hare	×		E-mail Calendar	-
4	My	/ Cal	ler	e- 0-	<u>P</u> roperties		12	Share Calendar	
	\checkmark	Cale	end	ar		5		P <u>u</u> blish to WebDAV Ser	/er
⊳□	Sha	arec	I Ca	alen	dars	_	23	Calendar <u>P</u> ermissions	

4) In Calendar Properties, click Add button, in that menu type in "Starfish", select from the menu and click on Add:

Calendar Properties				×			
General AutoArchive Permission	Synchroniza	ation		Gen	eral AutoArchive Pe	missions Synchronization	
Name	Permission Le	evel	^	Add Users			×
Default	Free/Busy tim	ne		and Otherstein	O		
Starfish	Reviewer			Search: Name only	O More columns	Address Book	
Teele, Briana	Editor		~	starfish	Go	Offline Global Address List - ta	verniers@canton.
Trotter, Vanessa	Editor	>	Ť	Name	Title	Business Phone Location	Department Email Address
A <u>d</u> d	Remo <u>v</u> e	Propertie	s	Starfish			starfish@canton.edu
Permission Level: Reviewer			~	Starl			canton.ed
Read	Write			Starl)canton.ed
<u>T</u> ead				Starl			>canton.ed
None		items		Starl			canton.edu
O Free/Busy time	Create	subfolders		Starr			Pcanton.ed
Free/Busy time, subject,	Edi <u>t</u> ov	vn		Starl			canton.ed
	Edit al			State			canton.ed
Full Details				stder			⊉canton.ed
Other Free/Busy				🚨 Stea			:anton.edu
Delete items	Other			Stear			:anton.edu 🗸
None	Eolder	owner		<			>
Own	Eolder	contact		Add Starfish			
All	✓ Folder	visi <u>b</u> le					OK Cancel
	ОК	Cancel		Apply			

5) You can select Reviewer for the Permission Level and then click Apply.

Once Starfish shows up under your "Shared Calendars", go back to RooSuccess, go to Email Notifications under your profile and click the box that says "Read busy times from my external Exchange calendar"

EDIT PROFILE	APPOINTMENT PREFERENCES			
Calendar Sync				
Sync calendar items between your external calendar to your RooSuccess calendar				
RooSuccess Calendar Sync				
Select options to sync from your RooSuccess Calendar to your External Calendar				
Email me calendar attachments for every:				
Appointment change				
Change to my Office Hours and Group Sessions				
External Calendar Sync				
Sync busy times from your External Calendar to your RooSuccess Calendar				
Dutlook Calendar Sync				
A important: You must share your calendar with starfish@canton.edu Click here for further instructions.				
Allow RooSuccess to read busy times from my Outlook Calendar				

Jump to: <u>See Your Students</u> | <u>Raise A Flag</u> |<u>Complete a Progress Survey</u> | <u>See Flags raised on your students</u> |<u>Attendance</u> | <u>Kudos, System Flags, Referrals and To-Do's</u>