ROOSUCCESS – HOW TO SET UP APPOINTMENT TIMES

Link to RooSuccess

Jump to <u>"Sync RooSuccess and Outlook"</u>

- The default page when you first log in will ask you to set up some office hours. This will work, but there is some other setup that will make this function much more efficiently for you. We are going to skip past this page and use the menu in the top left corner.
- 2) Instead, click on the "hamburger" menu, then the arrow next to your name to find a drop-down menu:

≡ IRooSuccess	The Best Instructor
	Edit Profile
	Appointment Preferences
	Notifications
	Logout

- 3) Click on the "Appointment Preferences" tab, check or verify the information.
 - a. Set your preferred minimum appointment time.
 - b. Set the deadline for scheduling an appointment.
 - c. Set up all locations where you hold appointments including office, phone and web locations. You can list as many "locations" as needed. Instructions are specific to the location and will be sent to the student once the appointment is made. Include link/phone for how they reach you.

IVIY LOCATIONS Customize your appointment locations.		
+ Add Location		
Name	Туре	
Online using BB Collaborate Instructions Here is the link for our appointment: https://us.bbcollab.or	Online com/guest/580979471e974be0a8ff2ea8fbb	; 70ded
By phone Instructions Please let me know what number to call you at	Phone	:
Web based using Microsoft Teams Instructions Click this link to open Teams: https://teams.microsoft.com	Online m/l/chat/0/0?users=taverniers@canton.edu	:
via email Instructions Use this type when conversations occurred over email	Online	:
MCC 224 Instructions	Office	:

. . .

d. If you currently allow other campus personnel to edit your Outlook calendar and schedule appointments for you, add them as Calendar Managers here.

OK, NOW let's set up some office hours:

4) Go back to the hamburger menu, then to Appointments. Once in that screen, click on Office Hours

Contraction Office Hours

a. Work your way through the list of questions. At the beginning of the semester you might just do your recurring office hours for the whole semester. When the Advising Period is underway, you can add additional hours as you need to. You can indicate where specific office hours will take place or limit them to course specific vs. advising times if you need to. There is a lot of flexibility here if you need it.

If you set up recurring Office Hours, be sure to set the END DATE – typically the end of the current semester, or they will recur indefinitely:

衣	×
Add Office Hours	Never Mind Submit
* Title	Office Hours
★ What day(s)?	Weekly Repeats every 1 week(s)
	Repeation: Mon Tue Wed Thu Fri Sat Sun
★ What time?	Enter Start Time to Enter End Time
* Where?	Note: You may select more than one location to give students a choice.
	Nev-N 107 You can come in. If there is another student in my office, please wait outside Phone appointment Provide phone number
* Office hours Type 💡	Scheduled And Walk-ins
* How long?	Take either scheduled appointments or walk-ins 15 minutes minimum appointment length 15 minutes maximum appointment length
* Appointment Types	Select the types of meetings you will have in these office hours.
Instructions Sta	rt/End Date
Start Date: 05-07-201 End Date: Never	9 🛅
* Required fields	Never Mind Submit

Once you set up your appointment availability, your schedule should show a mix of your available times and your unavailable times:

≡ RooSuccess						
	Day W	reek				
28 29 30 1 2 3 4					Time Scale 💿 5 day 🤅	7 day 05-05-2019 to 05-11-2019 4 >
5 6 7 8 9 10 11		Monday, May 06	Tuesday, May 07	Wednesday, May 08	Thursday, May 09	Friday, May 10
12 13 14 15 16 17 18	6:00 am					•
19 20 21 22 23 24 25	:15					
26 27 28 29 30 31 1	30					
2 3 4 5 6 7 8	:45			Office Hours		
Today	7:00 am			Sign Up		
	:15			Sign Up		
Sharon Tavernier	:30			Time slot taken		
	:45			Time slot taken		
	8:00 am					
	:15					
	:30					
	:45					
	9:00 am					
	:15					
	:30					
	:45					
	10:00 am		Time slot taken			
	:15					
	:30					Time slot taken
	:45					
	11:00 am	Time slot taken				
	:15					
	:30					
	:45					
	12:00 pm		Time slot taken			 Time slot taken
	:15					
	:30					
	:45					
	1:00 pm	Time slot taken			Time slot taken	Time slot taken
	:15					-

You can click on the Sign up spots to add a student, or students can be directed to add themselves (see below for student view).

If you click on a "Sign Up" time, you will have to fill out the information on the student and appointment information. You can search for students with first name, last name or student ID number. Once you submit, notification will go to you and to the student. Anything in Detailed Description will be included in the appointment invite.

Scheduling	Outcomes Spec	edNotes	
With * People in * Student	Active terms	 All terms 	Detailed Description Enter a detailed description about the appointment. This is viewable by you and th student with whom the appointment is made
⊧ When ⊧ Where	05-08-2019	7:15 am to 7:45 am	
Reason	Select a reason Select course		
Sharing	Shared	Private	
Permissions:	: Please select a reason to	see who else can view this shared app	pointment.

When a student logs into RooSuccess, the first thing they see is their Success Network for this semester. If the people in their Success Network have Office Hours set up, then the student can see them by clicking on the three dots to the right of the name to see "Schedule":

My Success Network Search services and people How can we help? Your Connections Schedule Massociate Director of Residence Life Call Call Vew Profile Vew Profile				
Search services and people C How can we help? Your Connections Strah Chamberlain Associate Director of Residence Life Email Call Call Vew Profile				
Search services and people C How can we help? Your Connections Sarah chamberlain Associate Director of Residence Life Email Call Call Vew Profile				
Schedule Sarah Chamberlain Schedule Associate Director of Residence Life Email Instructor Cell Vew Profile Vew Profile	Search services and people			C
Your Connections Schedule Image: Straht Chamberlain Associate Director of Residence Life Email Image: Straht Chamberlain Instructor Image: Straht Chamberlain Instructor Call Image: Straht Chamberlain Instructor Christina Leshko Instructor Christina Leshko Instructor Image: Straht Chamberlain Instructor I	How can we help?			
Strah Chamberlain Email Instructor Call University View Profile	Your Connections			
Output Description Email Output Description Description <thdescription< th=""> Description</thdescription<>	Sarah Chambarlain	Schedule	lacon Hubbard	
Call Christina Leshko Instructor View Profile	Associate Director of Residence Life	Email	Instructor	•••
Instructor View Profile Instructor	Tatsuhito Kova	Call	Christina Leshko	
	Instructor	View Profile	Instructor	•••
Kathleen Mahoney	Kathleen Mahoney		Seth Nixon	
Faculty Advisor	Faculty Advisor	····	Instructor	

That will take them to a similar looking calendar where they can click on an appointment time:

SMTWTFS						
28 29 30 1 2 3 4					Time Scale 💩 5 day 🔘	7 day 05-12-2019 to 05-18-2019 4 >
5 6 7 8 9 10 11		Monday, May 13	Tuesday, May 14	Wednesday, May 15	Thursday, May 16	Friday, May 17
12 13 14 15 16 17 18	8:00 am					•
19 20 21 22 23 24 25	:15					
26 27 28 29 30 31 1	:30					
2 3 4 5 6 7 8	:45					
Today	9:00 am					
	:15					
Kathleen Mahoney	:30					
	:45		Office Hours			
	10:00 am		Sign Up			
	:15		Sign Up			
	:30		G Sign Up			
	:45		G Sign Up			
	11:00 am		O Sign Up			
	:15		Sign Up			
	:30		Sign Up			
	:45		G Sign Up			
	12:00 pm					
	:15					
	:30					

The student is then prompted to enter the specifics of the appointment within the parameters that you set up.

With	DiMarco, Abrahm		
Reason		✓ 0	
Course	Course add / withdrawal		
Select a reason in order t	Course tutoring Discuss grades		
When	Discuss prior course work		
Duration	General visit		
Where	Review exam or quiz		
)etails Explain in detail what you a	are looking to accomplish in this appointment.		
Explain in detail what you a	are looking to accomplish in this appointment.		

Once they Submit, notification goes to you and to the student of the upcoming appointment.

Calendar "hacks" to try:

- Do not accept the Outlook Calendar invite when setting up Office Hours if you don't want the times taking up space on your calendar. This will still allow and send individual appointments.

OR

 Set up your Email Notifications to send you changes to appointments but NOT Change to Office Hours/Group Sessions



You can document your conversation with the student during or after the appointment. See <u>Meeting</u> <u>Outcomes</u> for details.

If you go back to edit profile, you can grab direct links to your calendar to include in your emails to your students or in your signature. The yes/no checks involve making your schedule available to other staff.



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.



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



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	s Synchroniza	ation		Gen	eral AutoArchive Pe	missions Synchronization	
Name	Permission Le	evel	^	Add Users			×
Default	Free/Busy tim	ne		and Otherstein	Outers at any		
Starfish	Reviewer			Search: Name only	O More columns	Address Book	
Teele, Briana	Editor			starfish	Go	Offline Global Address List - ta	werniers@canton.
Trotter, Vanessa	Editor	>	~	Name	Title	Business Phone Location	Department Email Address
Add	Remo <u>v</u> e	<u>P</u> ropertie	s	Starfish			starfish@canton.edu
Demission Laugh Devinues				Starl			Canton.ed
Permission Level: Reviewer			¥.	Starl			canton.ed
Read	Write			Starl			Canton.ed
None	<u>C</u> reate	items		Starl			canton.edu
Free/Busy time	Create	subfolders		Starr			¢canton.ed
 Free/Busy time, subject, 	Edit ov	vn		- Starr			canton.edu
location	Edit all			Stas			∳canton.ed
Full Details				State			canton.ed
Other Free /Russ				stder			@canton.ec
Other Free/Busg				Steal			anton.edu
Delete items	Ot <u>h</u> er			Stea			anton.edu 🗸
None	<u>F</u> older	owner					
Own	Folder	contact		Add Starfish			
	✓ 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		
Important: You must share your calendar with starfish@canton.edu <u>Click here</u> for further instructions.		
Allow RooSuccess to read busy times from my Outlook Calendar		