
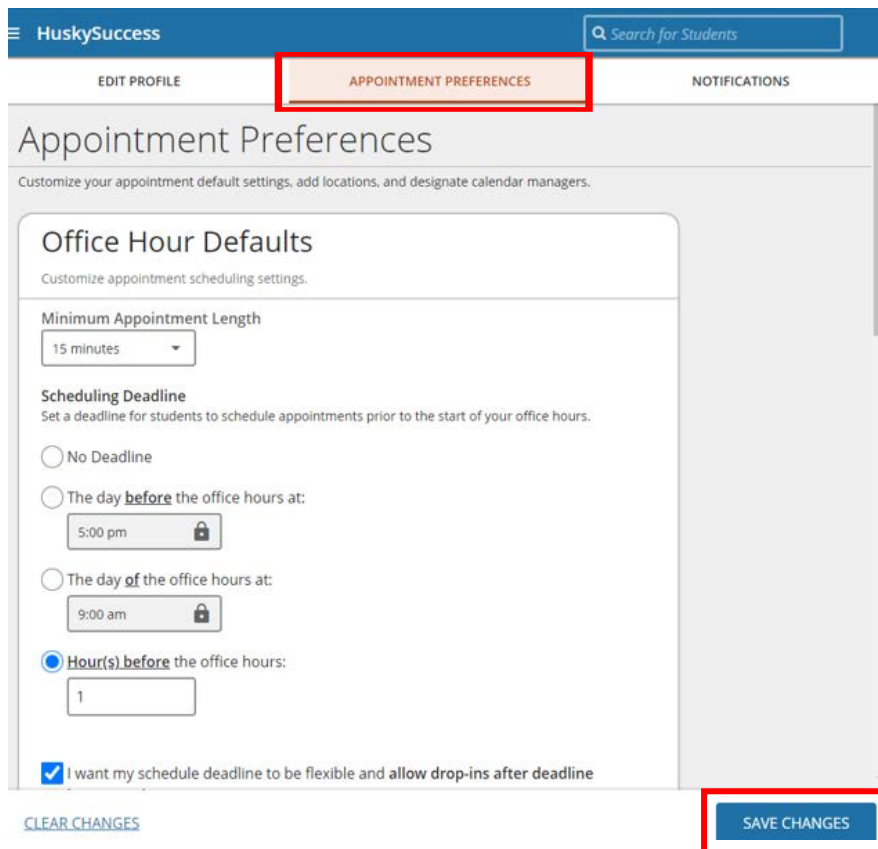


## Adding Office Hours in HuskySuccess and Possible Error Messages

**PLEASE NOTE:** HuskySuccess is a *student success* tool that is designed to make communication and scheduling with students easier. It is not designed to schedule appointments with colleagues; however, you may choose to integrate your Outlook calendar with your HuskySuccess calendar which will allow you to view meetings scheduled through Outlook on your HuskySuccess calendar and vice versa. This option is available through your *Email Notifications* tab. *Need help?* Contact [HuskySuccess@bloomu.edu](mailto:HuskySuccess@bloomu.edu).

### Adding Office Hours:

Once you have logged in to your [HuskySuccess](#) account, check your Appointment Preferences settings. Access this tab by clicking on *your name* from the menu icon  at the top left of your screen. You can adjust minimum appointment length, scheduling deadline, and if drop-ins are allowed after the deadline. You must add at least one *location* here to be able to add office hours. Click **SAVE** anytime you make a change on this page. *Tip:* If you have office hours open but a student cannot see them, it may be because your scheduling deadline has passed. *You* can schedule the student in those office hours, but the student will not be able to schedule in that slot unless you change your scheduling deadline settings.



HuskySuccess

Search for Students

EDIT PROFILE **APPOINTMENT PREFERENCES** NOTIFICATIONS

### Appointment Preferences

Customize your appointment default settings, add locations, and designate calendar managers.

#### Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length  
15 minutes

Scheduling Deadline  
Set a deadline for students to schedule appointments prior to the start of your office hours.

☐ No Deadline

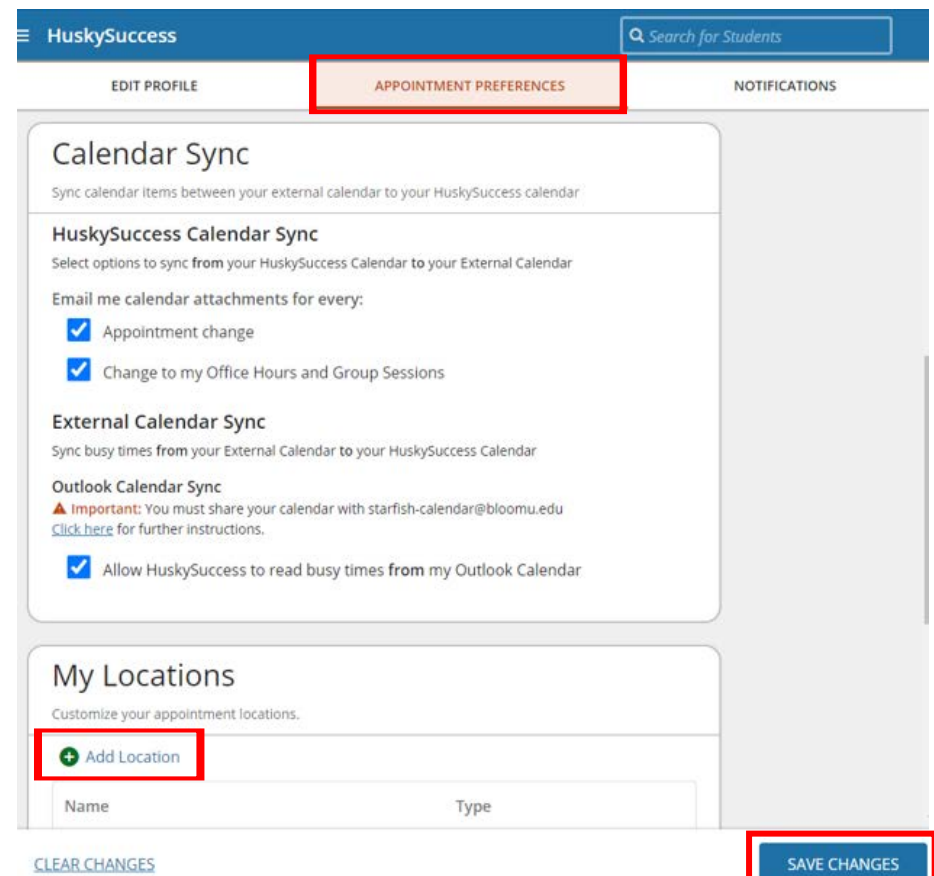
☐ The day **before** the office hours at:  
5:00 pm

☐ The day **of** the office hours at:  
9:00 am

☒ Hour(s) **before** the office hours:  
1

☒ I want my schedule deadline to be flexible and allow drop-ins after deadline

[CLEAR CHANGES](#) **SAVE CHANGES**



HuskySuccess

Search for Students

EDIT PROFILE **APPOINTMENT PREFERENCES** NOTIFICATIONS

### Calendar Sync

Sync calendar items between your external calendar to your HuskySuccess calendar

#### HuskySuccess Calendar Sync

Select options to sync from your HuskySuccess 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 HuskySuccess Calendar

#### Outlook Calendar Sync

**Important:** You must share your calendar with [starfish-calendar@bloomu.edu](mailto:starfish-calendar@bloomu.edu)  
[Click here](#) for further instructions.

☒ Allow HuskySuccess to read busy times from my Outlook Calendar

### My Locations

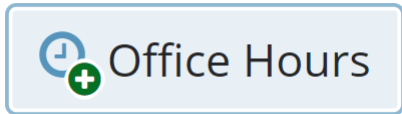
Customize your appointment locations.

**+ Add Location**

Name	Type
------	------

[CLEAR CHANGES](#) **SAVE CHANGES**

Next, go back to the menu icon and click *Appointments*. Click on the *Add Office Hours* button (also found on your Home page).



HuskySuccess

Search for Students

### Add Office Hours

Never Mind Submit

\* Calendar My Calendar

\* Title Office Hours

\* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: ☐ 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.

☐ Phone  
Please call 570-389-3862 or provide your number for me to call you.

☐ Zoom Room  
899 393 3880

\* Office hours Type Scheduled And Walk-ins

Take either scheduled appointments or walk-ins

\* How long? 15 minutes minimum appointment length  
15 minutes maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.

☐ EAB ☐ General  
☐ HuskySuccess ☐ Office of Institutional Effectiveness

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

\* Required fields

Never Mind Submit

Input your information, including your Start/End Dates, and click *Submit*, found at the top and lower right of the pop-up box.

×

Add Office Hours

Never MindSubmit

\* Calendar

My Calendar

\* Title

Office Hours

\* What day(s)?

Weekly

Repeats every

1

week(s)

Repeat on:

☒ Mon

☒ Tue

☒ Wed

☒ Thu

☒ Fri

☐ Sat

☐ Sun

\* What time?

8:00 am

to

9:00 am

\* Where?

**Note:** You may select more than one location to give students a choice.

☒ **Phone**  
Please call 570-389-3862 or provide your number for me to call you.

☒ **Zoom Room**  
899 393 3880

\* Office hours Type ?

Scheduled And Walk-ins

*Take either scheduled appointments or walk-ins*

\* How long?

15 minutes

minimum appointment length

15 minutes

maximum appointment length

\* Appointment Types

Select the types of meetings you will have in these office hours.

☐ EAB

☐ General

☒ HuskySuccess

☐ Office of Institutional Effectiveness

Instructions

Start/End Date

These will be sent to anyone who makes an appointment.

If someone is in the Zoom Room ahead of you, please wait in the virtual Waiting Room and I will be with you as soon as possible. Thanks!

\* Required fields

Never MindSubmit

You can Edit or Cancel (delete) office hours, or add a Walk-In student by **hovering** over the clock icon in your Agenda tab of your Appointments, then clicking on the appropriate button. Walk-Ins need to be enabled when you create your office hours under Office Hours Type, or this button will not be visible.

The screenshot displays the HuskySuccess interface. On the left is a calendar for August 2020. The main area shows the 'Agenda' tab for 'Heid, Jessica'. Under 'Meetings on Today', there are two entries: 'Today at 12:30 pm' with an external hold for masking non-compliance, and 'Today at 1:30 pm' with an external hold for Bloomsburg Tech Talk. An 'Availability' section contains a red-bordered box around a clock icon labeled 'Office Hours'. Clicking this icon opens a modal window titled 'Office Hours'. This modal has a red-bordered box around its bottom section, which contains three buttons: 'Edit', 'Cancel', and 'Walk-in'.

HuskySuccess

Search for Students

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard

Agenda Day Week Schedule

Mon, 08-17-2020

Heid, Jessica

Meetings on Today

Today at 12:30 pm  
External Hold: Report of masking non-compliance

Today at 1:30 pm  
External Hold: Bloomsburg Tech Talk

Availability

Office Hours

Office Hours

Today at 8:00 am  
Phone  
If someone is in the Zoom Room ahead of you, please wait in the virtual Waiting Room and I will be with you as soon as possible. Thanks!

Participants

Edit Cancel Walk-in

You can head back to the menu icon to find two sharable links in your Edit Profile tab. These links are useful for adding to a BOLT course and digital syllabi, or including in emails to students. You can also choose to make the links sharable by other staff, such as a department secretary, to provide to your students.


HuskySuccess

Search for Students


EDIT PROFILE

APPOINTMENT PREFERENCES

NOTIFICATIONS



Jessica Heid

 [Upload Photo](#)

Username

jheid@bloomu.edu

Institution Email

jheid@bloomu.edu

Profile Settings


Control your login page and shared links.

Preferred Login Page

Students -> Tracking

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://bloomu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/19887/schedule>


[Copy URL to clipboard](#)

 ☒ Make URL available on my profile in the Service Catalog for other staff.

Link to view my profile

<https://bloomu.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/19887>

[Copy URL to clipboard](#)


 ☒ Make URL available on my profile in the Service Catalog for other staff.


[CLEAR CHANGES](#)


SAVE CHANGES

## Error Messages:

As a staff or faculty member, if you attempt to test out your own scheduling link or the link of another staff or faculty member, you may get one of the following error messages. This is because these links are designed to be used by students and HuskySuccess inputs the student user ID automatically.

 Schedule Appointment

 Search for Students





Jessica Heid


HuskySuccess Project Manager & Institutional Compliance Program Coordinator

What do you need help with?

Oops, looks like scheduling an appointment is not an option here. We suggest you to try other ways to contact Jessica Heid.

 Schedule Appointment

 Person not found. Please notify support with the following information: 30bed235-35b9-4172-b76b-ff48e63da3e2



Oops! Something went wrong...

GO TO SUCCESS NETWORK

Instead, check your HuskySuccess calendar by clicking on *Appointments* from the menu icon to see if your office hours are available here. If there are Sign Up slots available where you planned, you have set up your office hours correctly and the link will work for students. You are also able to add students into your office hour slots by clicking on the plus sign icon. *Tip:* There will not be separate sharable links for different office hour blocks; one link leads to all of your office hour options.

≡ HuskySuccess

Search for Students

Office HoursAppointmentGroup SessionEventReserve TimeScheduling Wizard

AgendaDayWeekSchedule

Monday, August 24Tuesday, August 25Wednesday, August 26Thursday, August 27Friday, August 28

6:00 am:15:30:457:00 am:15:30:458:00 am:15:30:459:00 am

Office HoursOffice HoursOffice HoursOffice HoursOffice Hours

+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up+ Sign Up

August 2020

SMTWTFSS

2627282930311234567891011121314151617181920212223242526272829303112345

Today

Appointment Types

All AppointmentsAvailable OnlyMy Calendar


Calendars I ManageDeselect AllSelect All

☐ Shultz, Kara

Here is the student view of a staff or faculty profile, which includes a Schedule Appointment button:

You are currently logged in as Roongo Starr (roongo@huskies.bloomu.edu).

Connection ProfileSearch for Students



Jessica Heid

HuskySuccess Project Manager & Institutional Compliance Program Coordinator

SCHEDULE APPOINTMENT

This Week's Office Hours

Office Hours: Monday, Tuesday, Wednesday, Thursday, & Friday 8:00 - 9:00 AM