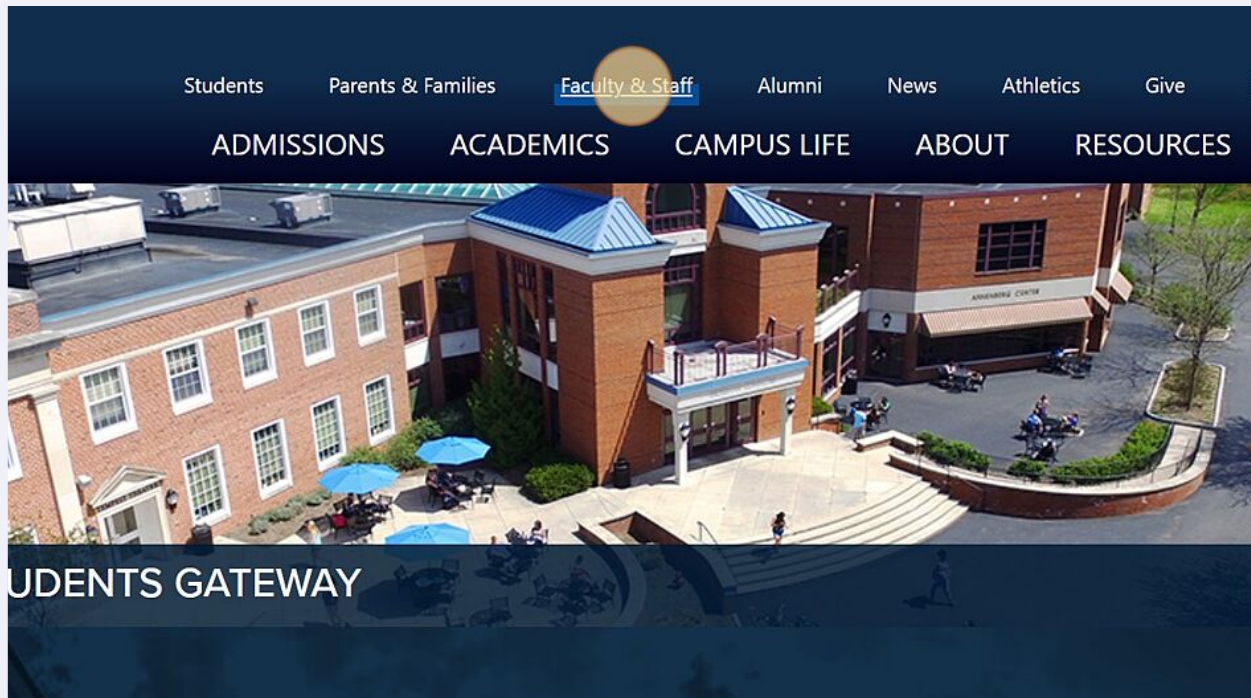


Using Scheduling Wizard **Scribe**

Scheduling Wizard could be used to add a few "ad hoc" office hours for things like registration advisement.

1 Navigate to www.etown.edu/current-students/index.aspx

2 Click "Faculty & Staff"



3 Click "STARFISH"

4 Click "menu"

The screenshot shows the Starfish application interface. At the top is a dark blue header with the Starfish logo (a fish icon) and the name "Starfish". Below the header is a horizontal navigation bar with several buttons: "Office Hours", "Appointment", "Group Session", "Event", "Scheduling Wizard", "Reserve Time", and "Record Attendance". The main content area is divided into two columns. The left column has a "My Services" section with a sub-section for "Academic Advising Office" which includes a phone number (717-361-1415), hours (Monday-Friday 8:30am-5:00pm), and a website link (http://www.etown.edu/offices/advising/). The right column has a "Batch" section with the text "No items to c" and "0 Items in the last 30".

5 Click "Appointments"

The screenshot shows the Starfish application interface with a user profile dropdown menu open. The user's name is "Michelle Henry". The dropdown menu lists several options: "Home", "Appointments", "Students", "Services", and "Admin". The "Appointments" option is highlighted with a red box and a yellow circle. The background of the application is dimmed, showing the same navigation bar and content area as in the previous screenshot.

6 Click "Scheduling Wizard"

Group Session Event Reserve Time Scheduling Wizard

Search for Students

Sat, 02-04-2023

Availability

- Office Hours
Mon, Tue, Wed, Fri 9AM-4PM
- Office Hours
Thu 9AM-4PM

7 Click the "Title" field and enter what you wish to call this block.

Scheduling Wizard

The Scheduling Wizard makes it easy for advisors and instructors to schedule multiple office hours blocks for multiple days in a single week. This is useful for setting up your calendar for advising rush periods and other times when you book several blocks of time for seeing students.

To get started, specify the title, location, and other settings for the office hours blocks you are setting up.

Continue to step 2 in the wizard to setup the days and times for the week's office hours.

Enter the information that should be applied to the office hours blocks. Note that all blocks created in step 2 of this wizard will use the information you specify here.

* Title

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

- BSC 205- within Career Development Center Office
- BSC 216
Please check in at the front desk.
- BSC 232
Please check in at the Learning Zone front desk and then have a seat in our waiting area.
- BSC200
Office is located on the 2nd floor of the BSC, across from the restrooms.

Never Mind Next

8

Select the office location you prefer to host this block.

Starfish

Scheduling Wizard

you specify here.

* **Title**

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

- BSC 205- within Career Development Center Office
- BSC 216
- BSC 232 *Please check in at the front desk.*
- BSC200 *Please check in at the Learning Zone front desk and then have a seat in our waiting area. Office is located on the 2nd floor of the BSC, across from the restrooms.*

* **How long?**

minimum appointment length

maximum appointment length

* **Appointment Types** Select the types of appointments that can be made in these office hours.

Note: You can select multiple non-recurring appointment types but only one recurring appointment type.

- Advising
- Project or Internship Meetings
- Recurring Appointment
- SGPS Advising
- Teaching

9

Adjust the minimum and maximum length of appointment time that students can select to meet.

Scheduling Wizard

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

- BSC 205- within Career Development Center Office
- BSC 216
- BSC 232 *Please check in at the front desk.*
- BSC200 *Please check in at the Learning Zone front desk and then have a seat in our waiting area. Office is located on the 2nd floor of the BSC, across from the restrooms.*

* **How long?**

minimum appointment length

maximum appointment length

* **Appointment Types** Select the types of appointments that can be made in these office hours.

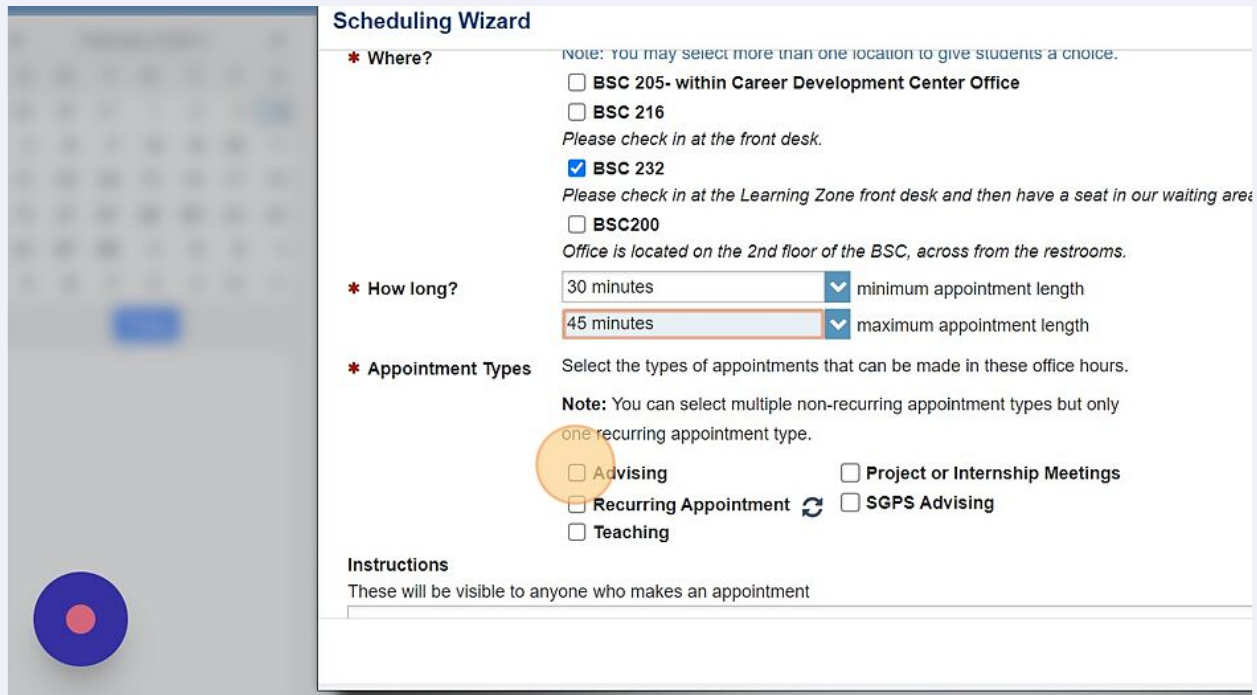
Note: You can select multiple non-recurring appointment types but only one recurring appointment type.

- Advising
- Project or Internship Meetings
- Recurring Appointment
- SGPS Advising
- Teaching

Instructions
These will be visible to anyone who makes an appointment

Never Min

10 Click the Appointment type.



Scheduling Wizard

* **Where?** *Note: you may select more than one location to give students a choice.*

- BSC 205- within Career Development Center Office
- BSC 216
- Please check in at the front desk.*
- BSC 232
- Please check in at the Learning Zone front desk and then have a seat in our waiting area.*
- BSC200
- Office is located on the 2nd floor of the BSC, across from the restrooms.*

* **How long?**

30 minutes minimum appointment length

45 minutes maximum appointment length

* **Appointment Types** Select the types of appointments that can be made in these office hours.

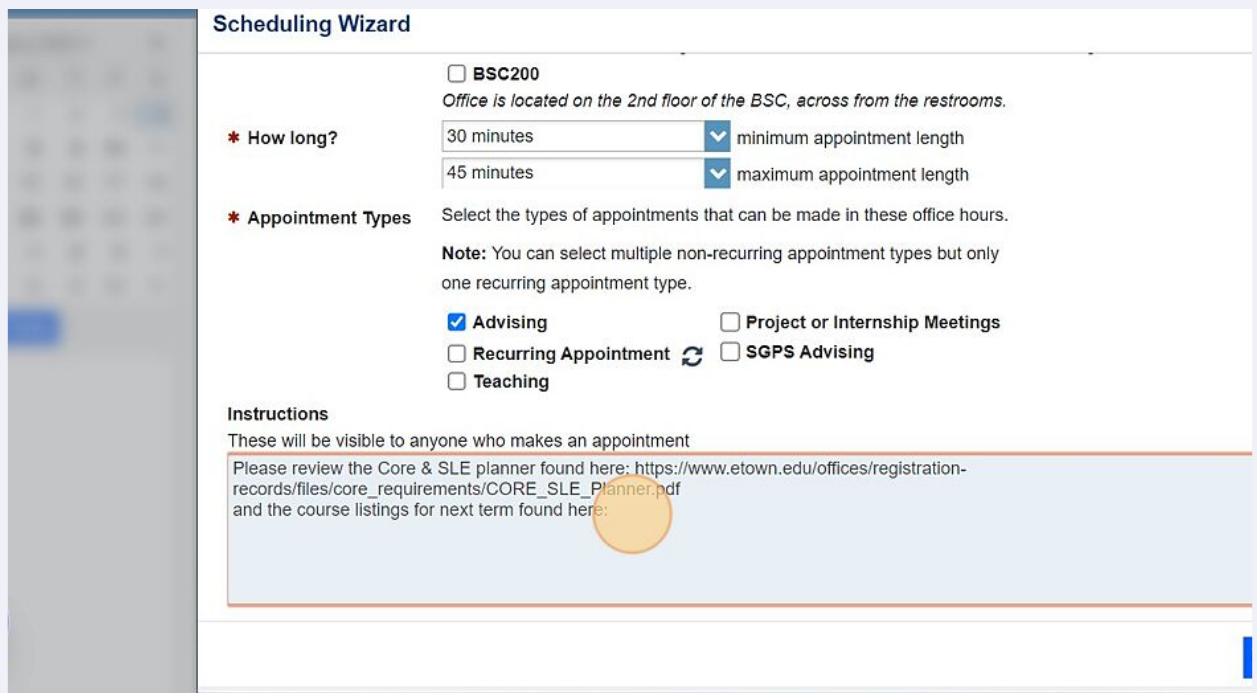
Note: You can select multiple non-recurring appointment types but only one recurring appointment type.

- Advising
- Project or Internship Meetings
- Recurring Appointment
- SGPS Advising
- Teaching

Instructions

These will be visible to anyone who makes an appointment

11 Enter any instructions you have for the student.



Scheduling Wizard

BSC200

Office is located on the 2nd floor of the BSC, across from the restrooms.

* **How long?**

30 minutes minimum appointment length

45 minutes maximum appointment length

* **Appointment Types** Select the types of appointments that can be made in these office hours.

Note: You can select multiple non-recurring appointment types but only one recurring appointment type.

- Advising
- Project or Internship Meetings
- Recurring Appointment
- SGPS Advising
- Teaching

Instructions

These will be visible to anyone who makes an appointment

Please review the Core & SLE planner found here: https://www.etown.edu/offices/registration-records/files/core_requirements/CORE_SLE_Planner.pdf and the course listings for next term found here:

12 Click "Next"

located on the 2nd floor of the BSC, across from the restrooms.

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ites maximum appointment length

ie types of appointments that can be made in these office hours.

ou can select multiple non-recurring appointment types but only
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makes an appointment

ner found here: https://www.etown.edu/offices/registration-RE_SLE_Planner.pdf

n found here: <https://www.etown.edu/offices/registration-records/courselistings.aspx>

Never Mind Next >

Go to the next step

13 Use the arrows to toggle to the dates you want to schedule the block. *Note that you cannot add times where you already have office hours being hosted. This is only used to add time outside of regular office hours.

students

ce hours blocks for the selected week.

January 30 - February 3, 2023

Tuesday, January 31		Wednesday, February 01		Thursday, February 02		Friday, February 03	
rt Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
rt Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
rt Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
Add Another Block	<input checked="" type="checkbox"/>	Add Another Block	<input checked="" type="checkbox"/>	Add Another Block	<input checked="" type="checkbox"/>	Add Another Block	<input checked="" type="checkbox"/>

Next Week

14 Enter the start and end time on each date you wish to add additional time slots to.

Scheduling Wizard

Enter the start and end time for all office hours blocks for the selected week.

March 13 - March 17, 2023 < >

Monday, March 13	Tuesday, March 14	Wednesday, March 15	Thursday, March 16	Friday, March 17
<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
+ Add Another Block	+ Add Another Block	+ Add Another Block	+ Add Another Block	+ Add Another Block

15 Click "Finish"

ce hours blocks for the selected week.

March 20 - March 24, 2023 < >

Tuesday, March 21	Wednesday, March 22	Thursday, March 23	Friday, March 24
<input type="text" value="8:00 am"/> <input type="text" value="8:00 am"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="6:00 am"/> <input type="text" value="8:00 am"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>	<input type="text" value="Start Time"/> <input type="text" value="End Time"/>
+ Add Another Block	+ Add Another Block	+ Add Another Block	+ Add Another Block

[Never Mind](#) [Back](#) [Finish](#)

16

You will be prompted to review the new times you created, if you see a conflict that's because you are already hosting office hours at that time. To edit or cancel the existing office hours or the scheduling wizard blocks, review the document "Setting, editing and deleting office hours".

