

Appointment Configuration

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Can I limit some of my appointments to students I'm teaching and others to my advisees?

Starfish allows your institution to create different types of appointments that allow faculty and staff members to limit access to their office hours to different groups of students. For example, your institution might create appointment types for Advising and Teaching. Depending on your roles in Starfish you may have access to one or more of these appointment types.

If appointment types have been created and you have access to them you will see an **Appointment Types** field on the **Add Office Hours** form.

Add Office Hours [Close]

Add Office Hours [Never Mind] [Submit]

Title

What day(s)? Repeats every: week(s)

Repeat on: M Tu W Th F Sa Su

What time? to

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

Wimba
access via your Blackboard course

Chrysler Hall, Room 301
Knock once and enter

How long? minimum appointment length
 maximum appointment length

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

Advising Teaching
 Weekly Advising

INSTRUCTIONS **START/END DATE**

These will be sent to anyone who makes an appointment:

Select one or more of the appointment types to limit your office hours block to the specified

group of students. For example, if you have an "Advising" option and a "Teaching" option and you want to limit your office hours block to your advisees only, you would check the "Advising" checkbox only.

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