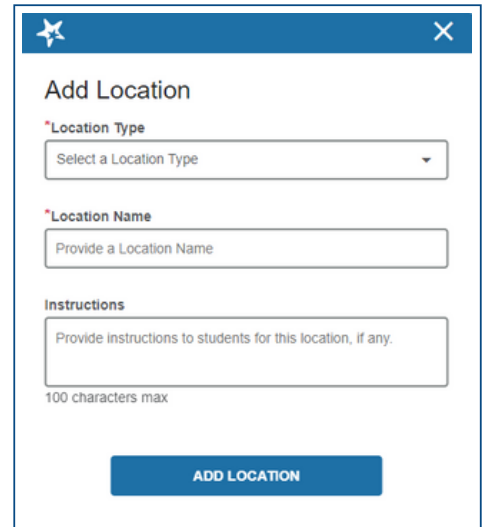
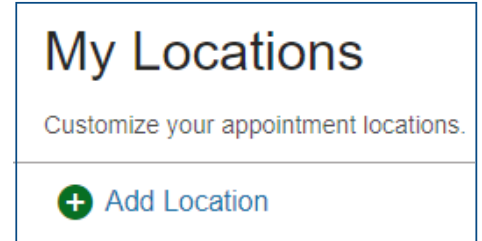
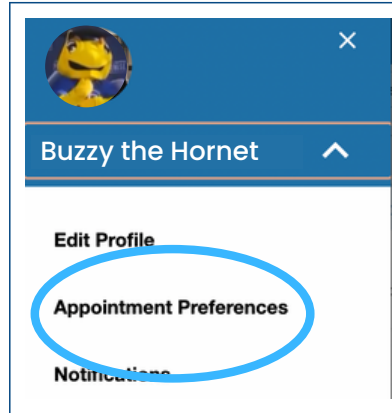
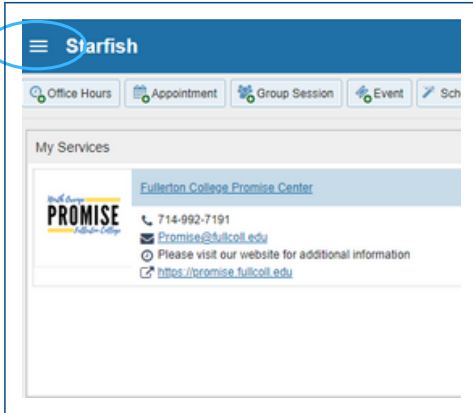
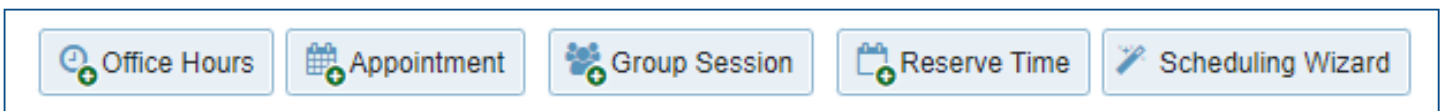
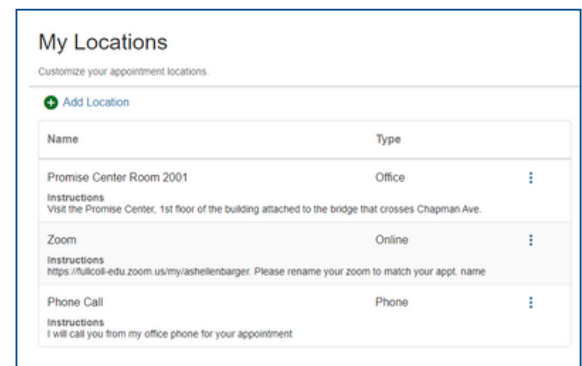




How to set up appointments



1. Expand menu to view other pages within Starfish
2. Click your name and select "Appointment Preferences"
3. Scroll to My Locations
4. Click + Add Location
5. Set up the different location types you would like to have for your appointments
6. From the menu, select "Appointments"



7. Office Hours are to set up time slots for individual students, Appointment is to schedule a student an appointment for a timeslot, and Group Session will allow multiple students to sign up for an individual time slot.

Edit Office Hours - Student Appointments Never Mind Submit

* Title: Student Appointments

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

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? 1:30 pm to 3:30 pm

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

- Promise Center Room 2001**
Visit the Promise Center, 1st floor of the building attached to the bridge that crosses Chapman Ave.
- Zoom**
<https://fullcoll-edu.zoom.us/my/ashellenbarger>. Please rename your zoom to match your appt. name
- Phone Call**
I will call you from my office phone for your appointment

* Office hours Type: Scheduled Appointments Only
Only take scheduled appointments

* How long? 30 minutes minimum appointment length
30 minutes maximum appointment length

Instructions | **Start/End Date**

These will be sent to anyone who makes an appointment.
If you need to meet with a Fullerton College Counselor to create a student education plan or discuss your classes, please visit the Counseling website here: <https://counseling.fullcoll.edu/>.
Please email me at ashellenbarger@fullcoll.edu with any questions.


* Required fields Never Mind Submit

8. Edit your Office Hours by changing the title, selecting the days, times, and locations (that you preset from page 1), instructions for the student to view

9. Select the start/end date tab to indicate when the appointment type ends

10. Click Submit when finished editing the office hours/group session

11. After clicking Submit, you will see the schedule of your appointments

1:00 pm	
:15	 Student Appointments
:30	+ Sign Up
:45	
2:00 pm	+ Sign Up
:15	
:30	+ Sign Up
:45	
3:00 pm	+ Sign Up
:15	
:30	

12. Click on the clock of your appointment to edit or delete that appointment time

13. Click on the + Sign Up to add a student to that time slot