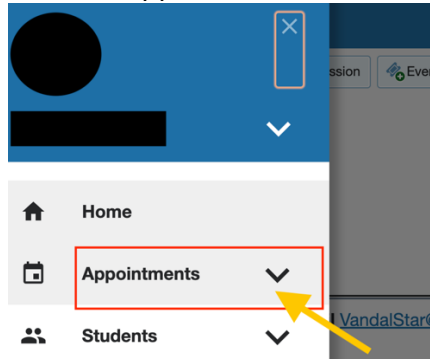


## How to Set Up Office Hours with Schedule Wizard

Home

1. Click on the Home menu icon in the upper left corner.

2. Click Appointments



3. Click Schedule Wizard to begin your set-up

- A. Title: name your office hours. Here you can assign a specific title for a new time block (ex. Advising Session).
- B. Where: review your listed location for meetings. *You must add an office location under Appointment Preferences in order to allow students to schedule appointments with you. \*See How to Set Up Office Hours*
- C. How Long: select the maximum and minimum appointment length within your scheduled blocks of time.
- D. Appointment Type: specify what type of appointments are available to schedule during your time blocks. Select Academic Advising for advising blocks. *At least one option must be selected.*

### 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?** Zoom:  [REDACTED]

\* **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.

New Incoming Student/UIdaho Bound  Academic Advising  
 General Appointment  Graduation Planning  
 Honors Program Advising  Registration via Email  
 Rhythm Reset

E. Instructions: Any notes in this section will be visible when scheduling appointments. Provide additional reminders or instructions.

**Instructions**

These will be visible to anyone who makes an appointment

[Never Mind](#) [Next >](#)

**Select Next**

- a. Insert the blocks of time you would like to designate for your appointments:
  - A. You can add multiple short blocks on one day OR insert a single block of time.

★✕

### Scheduling Wizard

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

March 22 - March 26, 2021 < >

Mon 3/22		Tue 3/23		Wed 3/24		Thu 3/25		Fri 3/26	
10:00 am	11:00 am	8:00 am	9:00 am	2:30 pm	3:30 pm	8:00 am	9:00 am	10:00 am	11:00 am
<i>Start Time</i>	<i>End Time</i>	1:00 pm	2:00 pm	<i>Start Time</i>	<i>End Time</i>	1:00 pm	2:00 pm	<i>Start Time</i>	<i>End Time</i>
<i>Start Time</i>	<i>End Time</i>	<i>Start Time</i>	<i>End Time</i>	<i>Start Time</i>	<i>End Time</i>	<i>Start Time</i>	<i>End Time</i>	<i>Start Time</i>	<i>End Time</i>
<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>	<a href="#">+ Add Another Block</a>

Select Finish to add blocks to your schedule.

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