

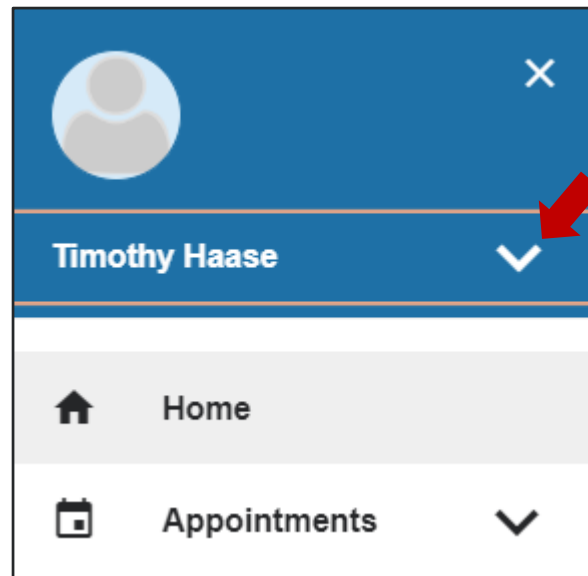
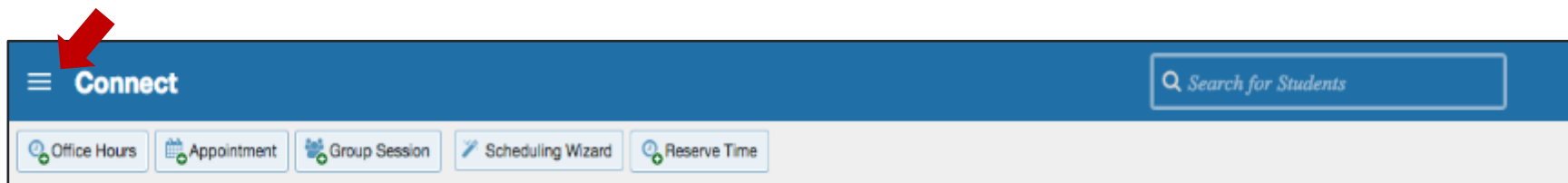


Connect

Preferences and Calendar Options

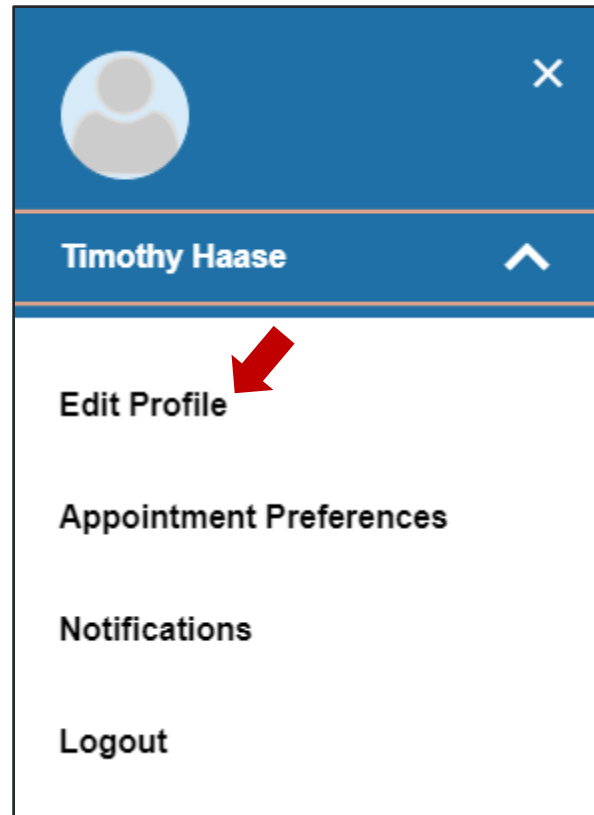
Update Institutional Profile

- Log in to Connect and select the dropdown next to “Connect”
- Then click on the dropdown next to your name



Update Profile

- Click on the “**Edit Profile**” option





Update Profile


- Update Institutional Profile with phone number and brief biography.


Contact Information

View and update contact information.


Username
thaase 

Institution Email
thaase@ramapo.edu 
Notifications will always be sent to this email.

Phone
 (201) 684-7688

Cell Phone


Video Phone

Time Zone
(GMT-05:00) Eastern Time 
Time zone not listed?

About

Customize your Biography and General Overview

Title

Will display to students to help them identify your services.

My Biography
Tell students about your educational background, areas of research, or other information about your expertise.

General Overview
Tell students what help you offer during office hours and/or directions to your office.

Set Appointment Preferences

- Minimum appointment length is 15 minutes.
- Scheduling deadline: Set time for the day before the office hours or day of
- My location: Add your office location by clicking “**Add Location**”
- Type: Office
- Name: (your office location)
- Instructions: Please check-in at (your main office location) prior to our meeting.
- Be sure to Save.

Example Screen View on next page

Set Appointment Preferences

Institutional Profile	Appointment Preferences	Email Notifications			
<h2>Basics</h2> <p>Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.</p> <p>Minimum Appointment length <input type="text" value="15 minutes"/></p> <p>Scheduling deadline:</p> <ul style="list-style-type: none"><input checked="" type="radio"/> None<input type="radio"/> <input type="text" value="5:00 pm"/> the day before the office hours<input type="radio"/> <input type="text" value="9:00 am"/> the day of the office hours<input type="radio"/> <input type="text" value="1"/> hour(s) before the office hours <p><input type="checkbox"/> Allow drop-ins after deadline has passed</p> <h2>My Locations</h2> <p>Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.</p> <p>+ Add Location</p> <table border="1"><thead><tr><th>Type</th><th>Name ▲</th><th>Instructions</th></tr></thead><tbody></tbody></table>			Type	Name ▲	Instructions
Type	Name ▲	Instructions			

Set Email Notifications

- Appointment Notifications
 - Planning Reminders
 - Ex: Set to “Send one email reminder with all appointments”
- Send Planning Reminders
 - Ex: Set to “6:00AM the day of” the appointments
- Appointment Alerts
 - Ex: Check off box and set to “send me an email 15 minutes before the start of an appointment”
- Check off the remaining two boxes if you want the system to send you an email with calendar attachment for every “change to my appointments” and “change to my Office Hours/Group Sessions”
- Tracking Item Notifications
 - Set to send summary email of all tracking item activity
 - Ex: “Daily at 8:00AM”

Set Email Notifications

[Institutional Profile](#) | [Appointment Preferences](#) | **Email Notifications**

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 8:00 am the day of the appointments

Appointment Alerts: Send me an email 30 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments change to my Office Hours/Group Sessions

Success Network Updates: Send me a weekly status update about my Success Network

Read busy times from my external Google calendar

Paste your Google Calendar private link here

Important: In order for this setting to take effect, you must share your private calendar link with Connect. [Click here](#) for further instructions.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 1:00 am

Weekly on Monday at 8:00 am

Create Regular Office Hours

- To add Regular office hours, select “**Appointments**” from the main drop down and click the “**Office Hours**” button on the top left corner of the screen.
 - Title
 - Advisement Office Hours
 - What day(s)
 - Weekly
 - Repeats every
 - 1 weeks
 - Repeat on
 - Select the days of the week that the office hours are the same as what you are setting.
 - What time?
 - Set start time and enter end time for the day. First appointment slot begins at 9AM.
 - Where?
 - Check off your office location
 - How long?
 - X minutes minimum appointment length
 - X minutes maximum appointment length
 - Instructions
 - Example: Please come prepared with any questions you may have and any documentation you may need. For instance: major requirements, four-year plan, transfer credit transcripts, R number, etc.
 - Set the Start and End Date

Regular Office Hours

Add Office Hours Never Mind Submit

* **Title**

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

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* **What time?** to

* **Where?**

Type

Details

Instructions

* **Office hours Type**

Take either scheduled appointments or walk-ins

* **How long?**

minimum appointment length

maximum appointment length

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

Create Walk-in Office Hours

- To add Walk-in office hours, select “**Office Hours**” from the top left of the screen. Do not use Reserve Time for walk-in hours.
- Follow the same steps as for Regular Office Hours but check off the Walk-in Meetings only box.
- Title these office hours:
Example: Advisement Walk-in Office Hours

The screenshot shows a web form titled "Add Office Hours" with a "Never Mind" button and a "Submit" button in the top right corner. The form contains the following fields and options:

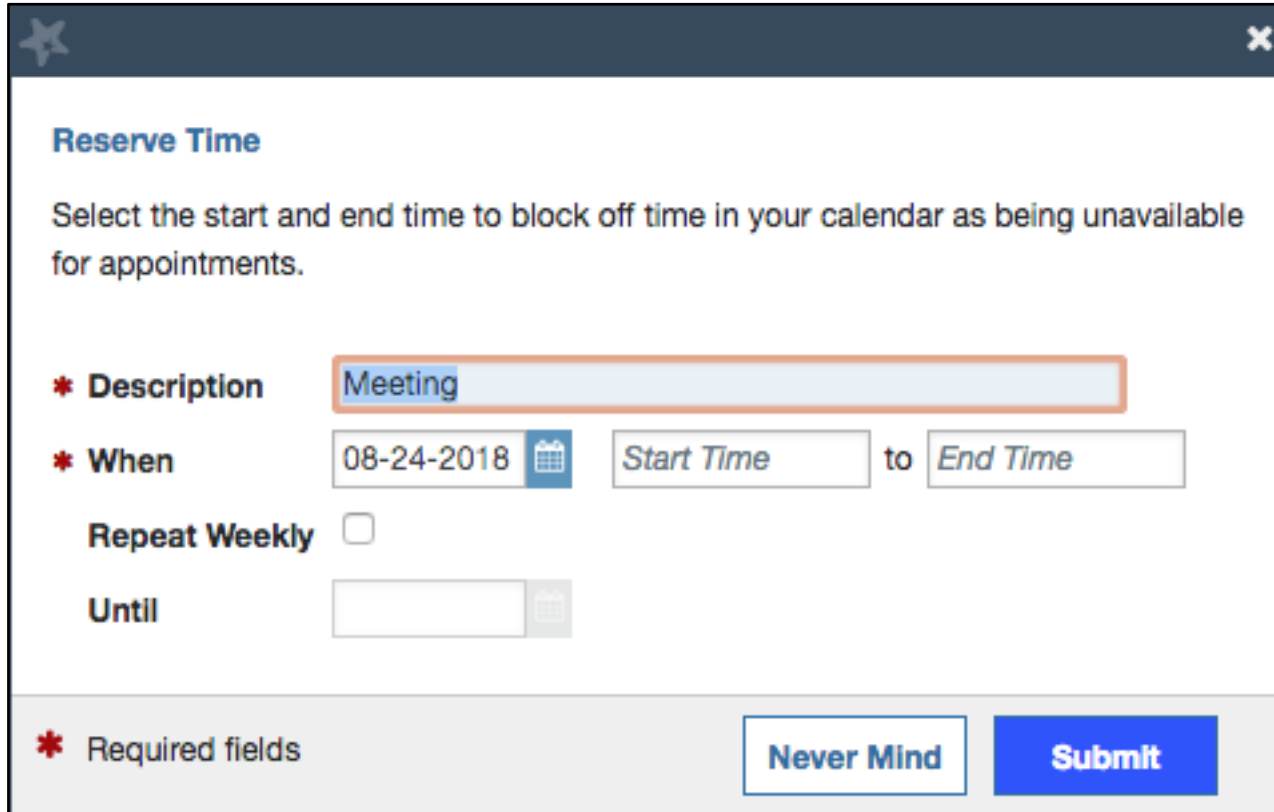
- Title:** A text input field containing "Walk-In Office Hours".
- What day(s)?** A dropdown menu set to "Weekly" and "Repeats every" set to "1" week(s). Below this are radio buttons for "Repeat on:" with options for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
- What time?** Two text input fields labeled "Enter Start Time" and "Enter End Time" separated by "to".
- Where?** A "Type" dropdown menu set to "in an office", a "Details" text input field containing "Enter an office location", and an "Instructions" text input field containing "Knock once and enter".
- Office hours Type:** A dropdown menu set to "Scheduled And Walk-ins" with a help icon. Below it is the text "Take either scheduled appointments or walk-ins".
- How long?** Two dropdown menus, both set to "15 minutes", labeled "minimum appointment length" and "maximum appointment length".

At the bottom of the form, there are two tabs: "Instructions" and "Start/End Date". Below the tabs is a text area containing the text "These will be sent to anyone who makes an appointment." and a large empty text input field. At the very bottom, there is a "Required fields" label and another "Never Mind" and "Submit" button pair.

Reserve Meetings and Lunch

- Lunch
 - Select Reserve Time
 - Description
 - Lunch
 - When
 - Enter time of lunch
 - Check off repeat weekly until end of term
 - Submit
- Meetings
 - Select Reserve Time
 - Description
 - Name of Meeting
 - When
 - Set date
 - Enter time of meeting
 - Check off repeat weekly until date if this is a recurring meeting
 - Submit

Reserve Meetings and Lunch



The screenshot shows a web form titled "Reserve Time" with a close button (X) in the top right corner. The form contains the following fields and options:

- Reserve Time** (Section Header)
- Instruction: "Select the start and end time to block off time in your calendar as being unavailable for appointments."
- * Description**: A text input field containing "Meeting".
- * When**: A date input field containing "08-24-2018" with a calendar icon, followed by "Start Time" and "End Time" input fields, and a "to" separator.
- Repeat Weekly**: A checkbox that is currently unchecked.
- Until**: An empty date input field with a calendar icon.
- At the bottom left, there is a legend: *** Required fields**.
- At the bottom right, there are two buttons: "Never Mind" (white with blue border) and "Submit" (blue with white text).

Please note that only you and any calendar managers you have designated will be able to view the description of your reserved time. Students will only see it marked as “unavailable”.