Adding Office Hours in HuskySuccess and Possible Error Messages

PLEASE NOTE: HuskySuccess is a student success tool that is designed to make communication and scheduling with students easier. It is not designed to schedule appointments with colleagues; however, you may choose to integrate your Outlook calendar with your HuskySuccess calendar which will allow you to view meetings scheduled through Outlook on your HuskySuccess calendar and vice versa. This option is available through your Email Notifications tab. Need help? Contact HuskySuccess@bloomu.edu.

Adding Office Hours:
Once you have logged in to your HuskySuccess account, check your Appointment Preferences settings. Access this tab by clicking on your name from the menu icon at the top left of your screen. You can adjust minimum appointment length, scheduling deadline, and if drop-ins are allowed after the deadline. You must add at least one location here to be able to add office hours. Click SAVE anytime you make a change on this page. Tip: If you have office hours open but a student cannot see them, it may be because your scheduling deadline has passed. You can schedule the student in those office hours, but the student will not be able to schedule in that slot unless you change your scheduling deadline settings.
Next, go back to the menu icon and click *Appointments*. Click on the *Add Office Hours* button (also found on your Home page).
Input your information, including your Start/End Dates, and click *Submit*, found at the top and lower right of the pop-up box.
You can Edit or Cancel (delete) office hours, or add a Walk-In student by *hovering* over the clock icon in your Agenda tab of your Appointments, then clicking on the appropriate button. Walk-Ins need to be enabled when you create your office hours under Office Hours Type, or this button will not be visible.
You can head back to the menu icon to find two sharable links in your Edit Profile tab. These links are useful for adding to a BOLT course and digital syllabi, or including in emails to students. You can also choose to make the links sharable by other staff, such as a department secretary, to provide to your students.
Error Messages:
As a staff or faculty member, if you attempt to test out your own scheduling link or the link of another staff or faculty member, you may get one of the following error messages. This is because these links are designed to be used by students and HuskySuccess inputs the student user ID automatically.
Instead, check your HuskySuccess calendar by clicking on *Appointments* from the menu icon to see if your office hours are available here. If there are Sign Up slots available where you planned, you have set up your office hours correctly and the link will work for students. You are also able to add students into your office hour slots by clicking on the plus sign icon. *Tip:* There will not be separate sharable links for different office hour blocks; one link leads to all of your office hour options.

Here is the student view of a staff or faculty profile, which includes a Schedule Appointment button: