Furman Peer Tutoring
Instructions for Setting Up Account Preferences & Office Hours

Account Preferences

1. Log into your MyFurman account

2. Click the Success at Furman icon

3. In the upper right corner, click your name to visit your account preferences

4. Profile tab
   • Check to be sure all of your contact information is correct. Cell and FU email should be listed.
   • If you wish to receive tutor appointment notifications via text, list your cell information in the alternative email field as listed below.

   ![Receive notifications on your mobile phone]

   - AT&T: cellnumber@txt.att.net
   - Verizon: cellnumber@vtext.com
   - T-Mobile: cellnumber@tmomail.net
   - Sprint PCS: cellnumber@messaging.sprintpcs.com
   - Virgin Mobile: cellnumber@vmobli.com
   - US Cellular: cellnumber@email.uscc.net
   - Nextel: cellnumber@messaging.nextel.com
   - Boost: cellnumber@myboostmobile.com
   - Altel: cellnumber@message.altel.com

   • If you opt to receive texts, please be sure to select both email and text in the Send Correspondence To field
   • General Overview – Please list ALL classes you are available to tutor. Students use this section to see what you are available to help with.
5. Appointment Preferences Tab

- Choose 30 minutes for minimum appointment lengths.
- Select a scheduling deadline. This is important to set so that you do not have students scheduling appointments with you just prior to the meeting time. It will better allow you to control your schedule. I recommend setting at least a 12-24 hour deadline. DO NOT ALLOW drop ins
- Location
  - Select Add a Location and add a separate entry for any or all of the following buildings you are willing to meet in: Library, Furman Hall, Plyler, or Hipp. THESE ARE THE ONLY APPROVED LOCATIONS
    - Type: Office Hours
    - Location: Library (etc)
    - Instructions: text 123... (or email...) for specific meeting room

6. Email Notifications

- Choose reminder times. I recommend Send one email reminder with all appts so that you get a daily morning summary of your appointments that day.
- Tracking item notifications: unclick all boxes
Office Hours

1. In your Success at Furman portal, click Appointments at the top. A calendar should appear. There are two options for scheduling your available times. **Office Hours** sets weekly recurring times (your schedule is set and you are available at the same times each week). **Scheduling Wizard** allows you to set your schedule day by day (if you have an ever changing schedule). Choose which option works best for you and see below.

**Office Hours**: for weekly recurring appointments

Select available dates and times. You will need a separate entry for each different day/time variation.

I recommend one location to prevent running from building to building but it is your choice.

BY APPOINTMENT ONLY

Students are allowed 2 hours per week of tutoring in each class.

Non-recurring should always be selected unless you are scheduling a recurring appt. for a specific student.
**Scheduling Wizard**: for daily scheduling

**REMEMBER**: Students cannot make appointments you have not created. It is imperative you keep up with your available time if you choose this option!!

Select one location to keep yourself from running between buildings

Students are allowed 2 hours per week of tutoring in each class.

Non-recurring should always be selected unless you are scheduling a recurring appt. for a specific student.

Hit next, once you get the settings correct, and you will be able to add available appointment times on a daily basis.
Scheduling Group and Recurring Sessions

Group Tutor Sessions

- Tutors are able to schedule group meetings with multiple students, and should only do so when you already have a group set up.
- In your appointment tab, click Group sessions at the top. You will be prompted to fill in the following:

![Add Group Session](image)

- **Title**: Group Session
- **When?**: Weekly, Repeats every 1 week(s)
- **What time?**: Enter Start Time to Enter End Time
- **Where?**: Center for Academic Success 002A Library
- **Reason**: Review course material
- **How many students?**: Specify the number of students you will have attending
- **Allow students to see other students who have signed up**: Leave both of these check boxes blank

Appts may repeat weekly or be a single event
Reason: Be sure to select the recurring reason
Specify the number of students you will have attending
Leave both of these check boxes blank

Once your group time slot is created, go to your appointment tab. Under the ‘day’ view, you should be able to click ‘manage participants’
You will then be able to add students to your group. They will be sent a calendar invite and you will be notified when they accept.

Recurring Weekly Appointments

If you plan to meet consistently with a student at the same time each week, a separate office hour will need to be entered for that specific student. Once created, you, the tutor, can assign a student to it.
Closing Appointments – MUST BE COMPLETED TO BE PAID

- After you meet with a student or group, you will need to close the appointment.
- On your Home Dashboard in Success at Furman, you can click the TIME on an already passed appointment to close it.

The appointment will come up, and you will need to edit the Outcomes tab

Please list the actual start and end time or indicate student missed appointment

If you have specific comments you may enter them here
Speed notes are needed for data purposes. Please click the appropriate boxes and submit.