Scheduling an Appointment in Stars 2.0
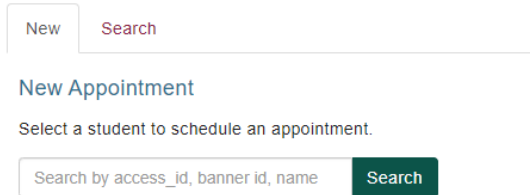
For Advisors/Staff (non-administrators):

There are THREE main ways to schedule an appointment for a student in the Stars 2.0 platform:

1. **Home** page – **Appointments** tab
   a. Using the "New" appointment tab, enter the name or id of the student and search.
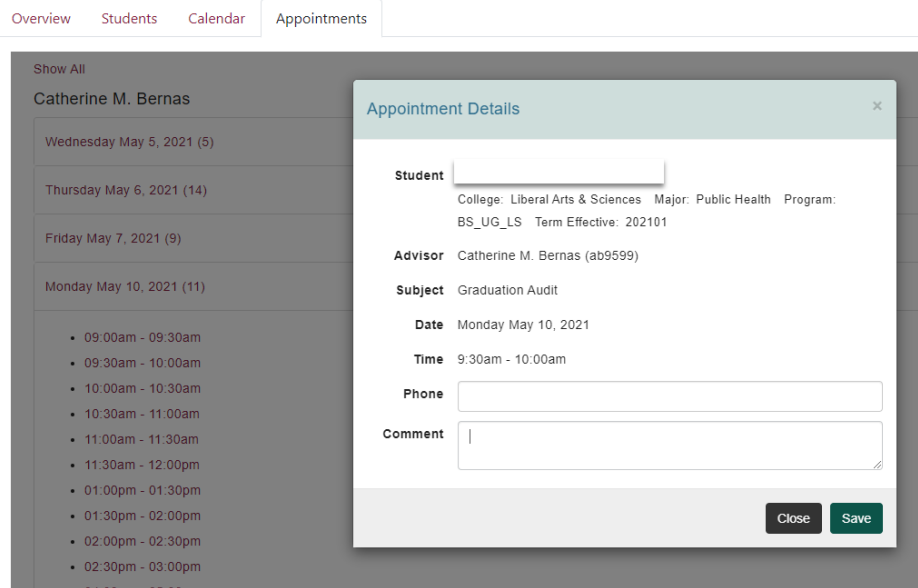
Appointments

New	Search

New Appointment

Select a student to schedule an appointment.

[Search by access_id, banner id, name] [Search]

   b. Click on the student record.
   c. Next find the subject that represents the program or service for which the student is scheduling advising. The subject will drive the list of advisors that the student can schedule with (Note: An advisor's advising subjects/services are configured through their supervisor with C&IT.)
   d. Select the advisor and then chose a date and an available appointment. An appointment details window will allow the scheduler to provide additional details and a phone number.

Overview   Students   Calendar   **Appointments**

Show All

Catherine M. Bernas

Wednesday May 5, 2021 (5)

Thursday May 6, 2021 (14)

Friday May 7, 2021 (9)

Monday May 10, 2021 (11)

- 09:00am - 09:30am
- 09:30am - 10:00am
- 10:00am - 10:30am
- 10:30am - 11:00am
- 11:00am - 11:30am
- 11:30am - 12:00pm
- 01:00pm - 01:30pm
- 01:30pm - 02:00pm
- 02:00pm - 02:30pm
- 02:30pm - 03:00pm

Appointment Details   ✕

Student [_____]
College: Liberal Arts & Sciences   Major: Public Health   Program: BS_UG_LS   Term Effective: 202101

Advisor   Catherine M. Bernas (ab9599)

Subject   Graduation Audit

Date   Monday May 10, 2021

Time   9:30am - 10:00am

Phone [_____]

Comment [|]

[Close] [Save]

   e. Hit "Save" and then "Done." From here the appointment will sync with the advisor's Outlook calendar.

NOTE: If the advisor has selected "Use MS Teams Auto-Generated URL" in their Settings in the User menu page, the appointment will include a Teams meeting link.

2. **Home** page – **Calendar** tab
   a. Click and drag a block of time on your calendar that you want to use to schedule an appointment. From there a window will open with the option to click **"New Appointment"**
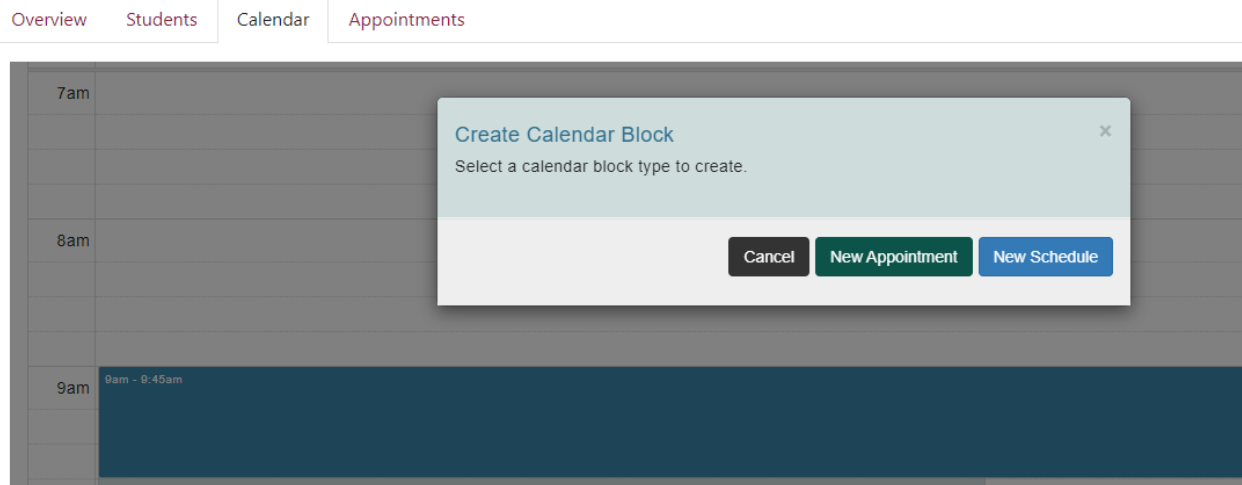
   b. A search window will appear to look up the student record.
   c. From there a new window will allow you to complete the subject pull-down selection and add a phone number and comments. Click "Save" and then "Done."

3. **From the student's profile**
   a. Look up the student profile through a list or search on the **Student** page.
   b. Click on the "Schedule Appointment" button in the header.
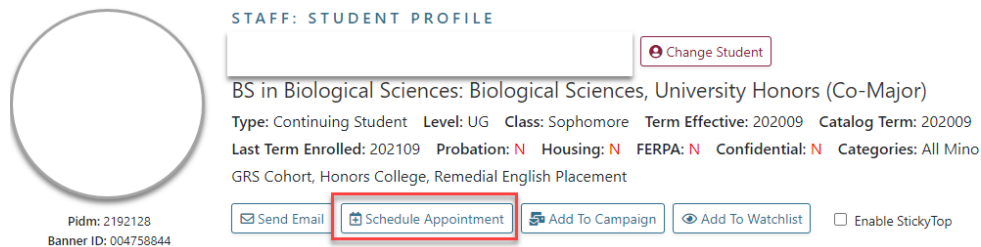
   c. A New Appointment window will open and allow you to select a department, advisor and corresponding subject/service.
   d. Choose from an available date and time. Enter additional comments.
   e. Click "Submit" and then "Done." From here the appointment will sync with the advisor's Outlook calendar.
   f. The appointment will appear on the student's Overview page in the Activity Log and can be clicked on for details:

NOTE: If the advisor has selected "Use MS Teams Auto-Generated URL" in their Settings in the User menu page, the appointment will include a Teams meeting link.