

How to Schedule a Writing Conference with Dr. Halbert

1. Go to MC3.edu and log into the MC3 portal page by clicking on the My MC3 Login icon in the upper right hand side of the screen.



2. Once you have logged onto the portal, under the Applications tab on the right hand side, click on the Starfish Success Network link.



3. Look for the name of the person in your "My Success Network" located on your home page.

A screenshot of the MC3 portal home page. The navigation bar includes "Home", "Appointments", "Students", "Services", and "Admin". Below the navigation bar are several utility buttons: "Add Office Hours", "Add Appointment", "Add Group Session", "Scheduling Wizard", and "Record Attendance". The "My Success Path" section is visible. The "Appointments" section shows a "Next 7 days" filter. The "My Success Network" section is highlighted in yellow and contains a search bar with a "Go" button. Below the search bar is a list of four people: two "Instructors" and one "Major Advisor". The first "Instructor" has a yellow highlight on the text "> See available appointments". The "Major Advisor" and the second "Instructor" have "Online scheduling not available." displayed below their names. The "My Services" section is partially visible at the bottom.

4. Click on the "See available appointments" link below the person's name.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Appointments', 'Students', 'Services', and 'Admin'. Below this is a toolbar with icons for 'Add Office Hours', 'Add Appointment', 'Add Group Session', 'Scheduling Wizard', and 'Record Attendance'. The main content area is titled 'My Success Network' and includes a search bar with a 'Go' button. A list of four people is displayed, each with a profile icon, name, role, and status. The second person, an Instructor, has a yellow link that says '> See available appointments'. The other three people (two Instructors and one Major Advisor) have the status 'Online scheduling not available.'.

5. Scroll through the calendar to find an available time.

The screenshot shows a weekly calendar view. The top navigation bar includes 'Appointment', 'Add Group Session', 'Reserve Time', and 'Scheduling Wizard'. The calendar is set to a 'WEEK' view for the dates '01-20-2013 to 01-26-2013'. The days of the week are Mon 1/21, Tue 1/22, Wed 1/23, Thu 1/24, and Fri 1/25. The time slots range from 10:00 AM to 4:45 PM in 15-minute increments. There are two 'Exploratory Advising' sessions: one on Tuesday, 1/22, from 12:00 PM to 1:15 PM, and another on Thursday, 1/24, from 12:00 PM to 1:15 PM. Each session has a green plus icon in the top-left corner of the block.

Make sure you sign up for the right kind of conference. Most required conferences are labeled "Writing Conference" with a Paper #.

6. Click on the green + to add yourself to the calendar.

AGENDA DAY WEEK Time Scale 5 day 7 day 01-20-2013 to 01-26-2013

	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25
10:00 AM					
11:00 AM					
12:00 PM					
01:00 PM					
02:00 PM					
03:00 PM					

7. Fill out the requested information and click "Submit" to save the appointment.

Add Appointment

Add Appointment Never Mind Submit

With: This will be pre-populated

Reason: Select a reason...

Course: No Course

Select a reason in order to complete the following fields.

When: 10:15 am 01-17-2013

Duration: 15 minutes

Where: This will be pre-populated so you will know where the meeting will be.

Detailed Description:

Explain in detail what you are looking to accomplish in this appointment.

Never Mind Submit