Roosevelt Hall, 90 Lower College Road, Kingston, RI 02881 USA starfish@etal.uri.edu uri.edu/starfish

Remote Starfish Appointments with Webex/Zoom Virtual Personal Room

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You can get a universal virtual room link for your Webex/Zoom accounts and then put one of those links as the location for each of your Starfish appointments if you want to meet remotely. You do not need to send a separate email invite from Webex or Zoom for each student appointment. To use your virtual room as the location in Starfish, instructions are below:

Get your Webex personal room link:

- 1. Log in to your Single Sign-On (SSO) account: https://myapps.microsoft.com
- 2. Click "Rhody Webex."
- 3. Click "Webex Meetings" on the top bar.
- 4. Click "Set Up" on the left-side bar of options, then "preferences," then "my personal room."
- 5. Copy the URL link provided (see below image). This link does not change and is your permanent "virtual room" that students can join.

Home	Webex Meetings	Webex Events Webex Supp	ort Webex Training My WebEx				
New L Refere	lser nce >	Audio Set up					
	a Meeting	 Video Systems My Personal Room 					
Search Unliste	Meetings d Meeting						
✓ Host a My Per	Meeting sonal Room	* Room name:	Jacob Clemen's Personal Room				
Sched	ule a Meeting	_	A room name must be between 1 and 128 characters. https://rhody.webex.com/meet/jakeclemenuri.edu Video address: jakeclemenuri.edu@rhody.webex.com 4147 Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111. Automatically lock my room exactly a minutes after meeting starts so people can't enter until I admit them Notify me by email when someone enters my Personal Room lobby while I am away				
My Me	etings	URL:					
My Ree Meetin	corded gs	* Host PIN: 🚯					
 Set Up Webex 	Meetings						
Prefere My Pro	ences	Automatic lock:					
▼ Suppo	rt	Notification:					
Help MyRes	ources	Notification.					
Downle	bads	Alternate host:	Let others host my Personal Room meetings without me				
			Allow anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization to be an alternate host for my Personal Room meetings				
			Let me choose alternate hosts for my Personal Room meetings				

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OR Get your Zoom personal room link:

- 1. Log in to your URI Single Sign-On (SSO) account: https://myapps.microsoft.com
- 2. Click "Zoom."
- 3. Click "Profile" on the left menu, then "Show" on your Personal Meeting ID link. Copy the URL Link provided. Alternatively, you can use your "Personal Link," as well (images below). Note that you may need to adjust your Zoom settings to remove password protections for meetings since these are on by default.

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Set this up in Starfish as a meeting location:

1. Log in to Starfish, click the three bar stack in the top left, select your name, then appointment preferences.

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- 2. Located under the "My Locations" title, select "Add Location."
- 3. Set up the appointment location similar to below:

Туре	Online Online Appointment (Webex)				
Name					
Instructions	Click to join: https://rhody.webex.com/meet/jakeclemenuri.edu				

4. Create or edit appointment availability in your Starfish calendar by following the instructions on slides 9-13 of the linked training documentation below:

https://web.uri.edu/starfish/files/Starfish-Faculty-Staff-Guide-The-Basics.pdf

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5. Adjust your automatic appointment message in the "Instructions" tab when you create your availability (for redundant messaging to students). An example is provided below:

Title	Class 1:1 Meeting	IS				
What day(s)?	Once	~	Date:	03-23-2020	m	
What time?	9:30 am		to 12:30 p	m		
Where?	Note: You may select more than one location to give students a choice.					
	Roosevelt 237					
	Online Appointment (Webex) Click to join: https://rhody.webex.com/meet/jakeclemenuri.edu					
	Roosevelt Hall Great Room Located in the center of the first floor of Roosevelt Hall.					
	Phone Appointment At the start of our appointment, please call 401-874-9085.					
Office hours Type 👩	Scheduled And Walk-ins					
~	Take either scheo	luled appointme	ents or walk-i	ns		
How long?	30 minutes 🛛 🖌 minimum appointment length					
	30 minutes 💙	maximum app	ointment lengt	h		
Appointment Types	Select the types of	meetings you w I Faculty / II	vill have in the nstructor Office	se office hours. 9 Hour <mark>s</mark>		
Instructions Sta	art/End Date					
These will be sent to anyo	ne who makes an a	pointment.				
If you choose to meet in-r If you choose to meet onl https://rhody.webex.com/	berson, I will see you ine, please click the l meet/jakeclemenuri.	in my office - Ro below link at the edu	oosevelt 237. start of our m	eeting time:		

Then, whenever you have a Starfish-scheduled Webex meeting just log in to SSO, select Rhody Webex, and click "Start Meeting." Your default location is the virtual personal room which you've linked to students via the above instructions. For Zoom, click the same link you provide to students.