Access BroncoConnect by logging in to Blackboard. Under Tools, click BroncoConnect.

Your Profile

Click your name to open your BroncoConnect Profile. Update your info for:

- **Institutional Profile**: Contact information, photo, bio. (info students see).
- **Appointment Preferences**: Appt. defaults, Locations, Calendar Managers.
- **Email Notifications**: Appt. email (iCalS) and tracking item email options.

Office Hours

Select **Add Office Hours** to create single or recurring set of office hours.

- **Tips on completing the Add Office Hours form:**
  - **Title**: Displays on your calendar to distinguish sets of office hours.
  - **Where?**: Options are added via Profile > Appointment Preferences tab.
  - **Office Hour Type**: If you are using a Kiosk, use Scheduled and Walk-ins.
  - **Appointment Types**: Use to limit an office hour block to one meeting type i.e. Advising.

- ![Office Hour Example](image)

- **Important**: Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish Home page.

- Check the boxes presented for each desired item/student combination.
- Click the comments icon (✍️) to add notes.
- Click the information icon (معلومات) to verify whether or not the student can view the flag.

- **Important**: Don’t click **Submit** until you’re done! You cannot modify a submitted survey. Use **Save Draft** if you aren’t ready to submit your survey.