Starfish Guide: Office Hours Set Up & Appointment Scheduling

Sync Calendars and Set Up Your Profile

* Synchronize your Outlook Calendar with Starfish
  * Follow the steps in the Starfish Guide: Integrating your Outlook Calendar with Starfish
* Personalize your profile
  * Click your name in the top right corner of your Starfish Home page to open your Profile.

Edit Institutional Profile

* Use the Upload Photo link to change your photo if desired.
* Update any contact information you want that is not pre-populated.
* Write a description about yourself in the General Overview and My Biography fields that students will see when making appointments with you.

Edit Appointment Preferences

* Select a value for Minimum Appointment Length.
* Select a Scheduling Deadline.
* Check the box to “Allow drop-ins after deadline has passed” if desired.
* Add Locations of where you will meet with students (office, phone, elsewhere, online)

Edit Email Notifications preferences

* Check all 3 of the following boxes under Appointment Notifications
  * Change to my appointments
  * Change to my Office Hours/Group Sessions
  * Read busy times from my external Exchange calendar
* Set your preferences for Summary Emails and for Tracking Item Notifications

Set up Recurring Office Hours in Starfish

* Click the Office Hours button
* Enter a Title
* Select recurrence, days, start time, end time, location, min/max appointment length
* Enter any desired instructions for your office hours
* Enter a Start and End Date
  * Crucial Advice: Setting an End Date for recurring office hours will save you much time and many headaches when you try to set up different office hours for the next semester.
You will get an email message from Starfish about the office hours you want to set up.

Hi Linda Wolf,

We're reminding that you have scheduled the following office hour block.

Title: Office Hours
When: Mon, Tue, Wed, Thu, Fri 8-11:30AM
Where: Decker 240
Instructions:

***NOTE: Canceling this office hours block will also cancel all appointments scheduled by students during all canceled occurrences of this session.

Select Accept – Do NOT Send a Response

The office hours will then appear on your Outlook calendar.
Suggestions for Managing Your Outlook Calendar after Setting Up Starfish Office Hours:

If you choose to leave your Starfish office hours on your Outlook calendar, double-click the first office hour block, and Open the entire series.

Then set the reminder to None so that you do not get numerous reminders about your office hours.

You can also delete the office hours from your Outlook calendar. To do so:

1. Right click the first office hour block.
2. Hover your mouse over Delete.
3. Then click on Do Not Send a Response under the Series option.

Deleting Starfish office hours from your Outlook calendar does NOT delete them you’re your Starfish calendar allowing students to schedule appointments with you online.
Set up Non-Recurring Office Hours in Starfish
This feature is useful for advising rush weeks, midterm course meetings, or other scenarios where you need to hold different office hour sessions for students within a week or two.

✱ Click the **Scheduling Wizard** button
✱ Enter a title, location, min/max appointment length, and instructions
✱ Enter the Start and End Times on the exact date(s)

**Cancel Office Hours**

1. Hover over the office hours icon (○) next to an office hour title to open the **Office Hours** pop up card.

2. Click **Cancel**, then select either “Just this one” or “The entire series”.

**How Appointment Scheduling in Starfish Works**

✱ Only currently registered students with whom you have a relationship in Starfish can schedule appointments with you online in Starfish.

✱ Once your calendars are synced, any appointments you enter in your Outlook calendar will block out those times during your Starfish calendar office hours as **Time Slot Taken**.

✱ You will get an email with an appointment request.

✱ Any appointment made via Starfish will go on your Outlook calendar when you accept the appointment.

✱ **How to Accept or Decline an Appointment in Outlook.**

   To accept an appointment in Outlook from Starfish
   • Select Accept and Do Not Send a Response, or
   • Select Accept and Edit the Response before Sending
   • Enter the student’s email address in the cc line
   • Enter your message and send

   To decline an appointment in Outlook from Starfish
   • Select Decline and Edit Response before Sending
   • Enter the student’s email address in the cc line
   • Enter a message and then send

   **Crucial Advice:** This is the only way the student is notified when an appointment scheduled through Starfish is declined.

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