

# 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.

Accept Tentative Decline Calendar...  
Mon 12/31/2018 9:33 AM  
Starfish Calendar <ops-ore1@calendar.starfishsolutions.com>  
**Office Hours**  
Required  
Wolf, Linda L

Please respond.  
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New\_York.  
39 instances of this recurring appointment conflict with other appointments on your Calendar.

**When** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/7/2019 until 5/9/2019 from 8:00 AM to 11:30 AM | **Location** Decker 240

Monday, January 7

8 AM Office Hours  
Decker 240  
Starfish Calendar

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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

Quick Steps

Accept Tentative Decline

Edit the Response before Sending

Send the Response Now

Do Not Send a Response

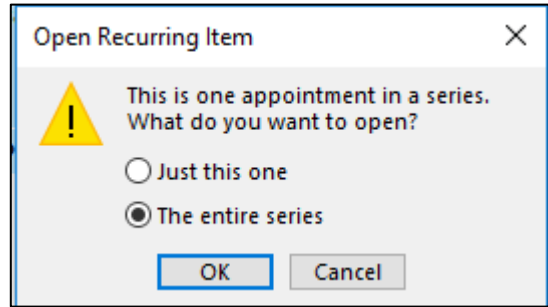
The office hours will then appear on your Outlook calendar.

January 7 - 11, 2019  
Washington, D.C. 60° F / 46° F 62° F / 41° F 47° F / 41° F

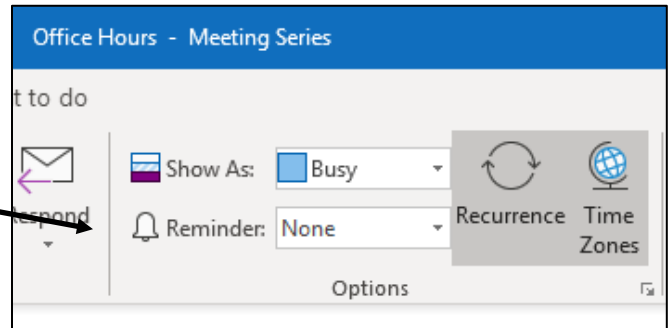
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7	8	9	10	11
8 AM Office Hours Decker 240 Starfish Calendar	8 AM Office Hours Decker 240 Starfish Calendar	8 AM Office Hours Decker 240 Starfish Calendar	8 AM Office Hours Decker 240 Starfish Calendar	8 AM Office Hours Decker 240 Starfish Calendar
		Student Timesheet Remi...	Training Set up	
		To SISIT	Starfish Training	
		SISIT Meeting 02/01/16 Kris Engesather		
		Return from Mtg		
			return from SF training	

**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

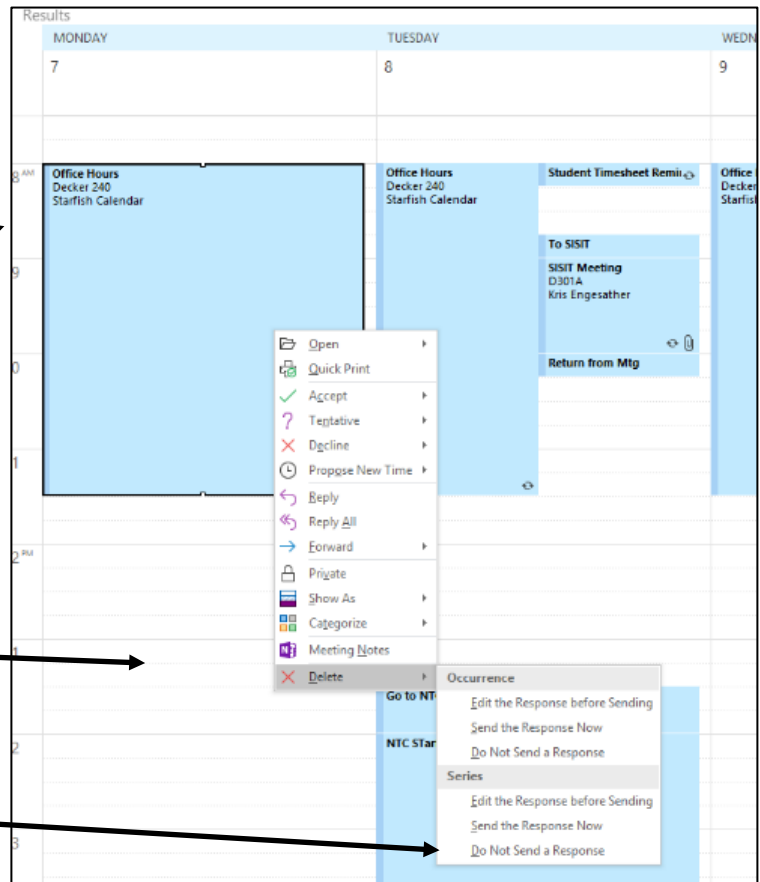


You can also delete the office hours from your Outlook calendar. To do so

Right click the first office hour block

Hover your mouse over Delete

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.**

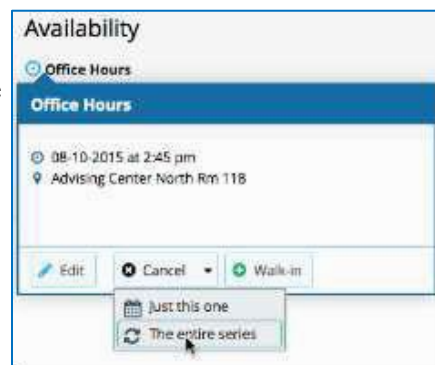
## Set up Non-Recurring Office Hours in Starfish

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.**

