

SGPS STARFISH SPOTLIGHT

Customizing the Appointments Feature

1. After logging in to Starfish, select the **Menu** icon, click on the arrow next to your name and select “**Appointment Preference**”. Under the **Office Hour Defaults** heading, select a minimum appointment length and schedule a deadline.



Note: Scheduling deadlines do not allow students to schedule a time with you after a certain time on the day before the office hour or at a certain time on the day of your office hour. (In

the example below students are unable to schedule an appointment with this advisor 1 hour before the office hour begins).

Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length
30 minutes

Scheduling Deadline
Set a deadline for students to schedule appointments prior to the start of your office hours.

No Deadline

The day **before** the office hours at:
5:00 pm

The day **of** the office hours at:
9:00 am

Hour(s) before the office hours:
1

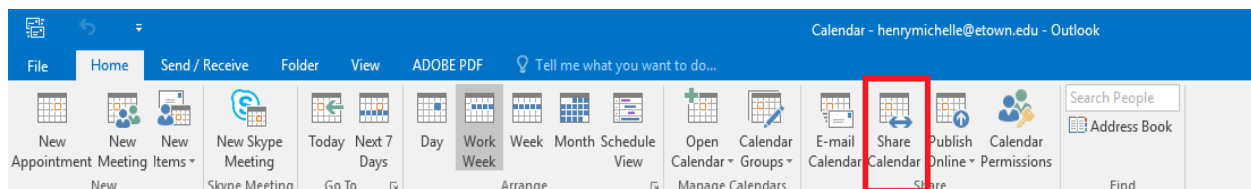
I want my schedule deadline to be flexible and allow drop-ins after deadline has passed.

2. On this same page you would scroll down to the **Calendar Sync** heading, and check the box if you'd like an email every time an appointment is changed (*recommended*) or everytime there's a change to your office hour block or group session. Then to sync your calendars, you should check “Allow Starfish to read busy times from my Outlook/Google calendar”
3. Scroll down to **My Location** and **Add a Location**,

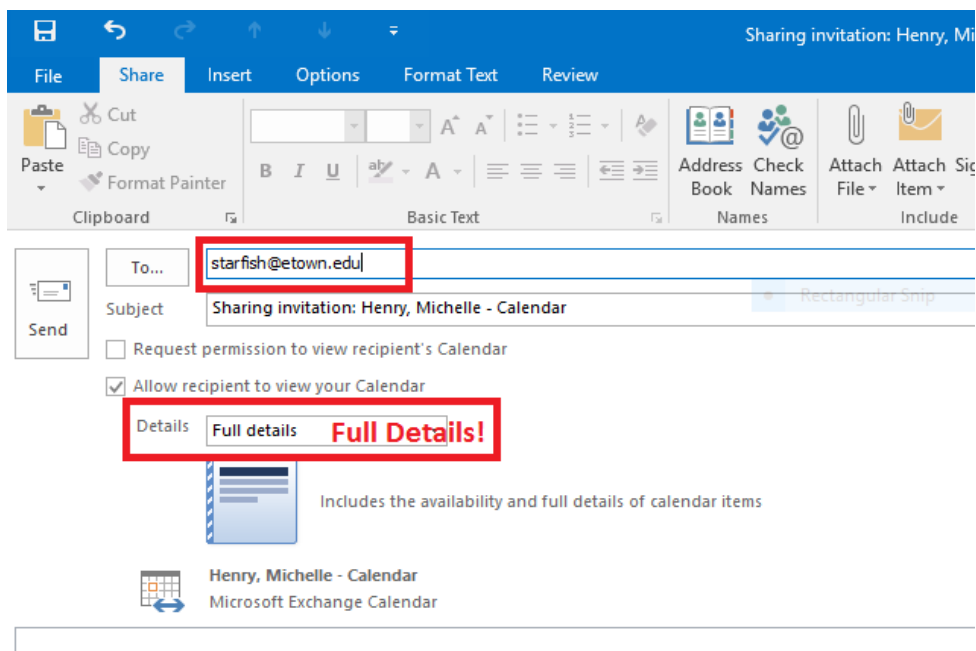


you can add multiple locations including Virtual Zoom room links.

4. It is not recommended to add a Calendar manager at this time.
5. Click **Save Changes**.
6. **IMPORTANT: You will now need to share your calendar with starfish @etown.edu for this to be in effect.** To share your calendar, follow the directions from the link in the Appointments Notifications box or in a New Window open your Outlook calendar, under the Home tab, select “**Share Calendar**”



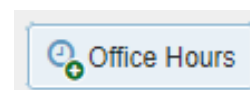
7. Enter the starfish@etown.edu email address in the To: line and select “**Full Details**”.
*Note: Full details must be selected for this to work properly. Click send.



Your calendar is now synced.

To add Office Hours

1. Select Add Office Hours near the top left under the Home tab to create a single or recurring set of office hours.



- a. Tips on completing the Add Office Hours form:
 - i. Title: Displays on your calendar to distinguish sets of office hours. (i.e.- maybe you want to have Course Related or Advising vs Teaching Office Hours
 - ii. What days? You can have an office hour that is a one time day or time or you can have recurring hours such as MW 1-2pm. If you'd like different days and time you can complete the Add Office Hours multiple times for each set of day/time.
 - iii. Where? Options include in an office, on the phone or online, for example.
 - iv. Office hours Type: Options include scheduled, walk-ins or both.
 - v. How long? You can set minimum and maximum time lengths and allow students to select what they'd prefer.
 - vi. Appointment Type: Select whether you plan to be using this office hour for advising, teaching, etc. You can select multiple options.
 - vii. Start/End Date Tab: **Select end date as "End of Term" then select term from dropdown list.**

Important Note: 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). You'd have to delete and begin again.

2. Click submit.

Edit Office Hours - Office Hours [Never Mind] [Submit]

* Title: Office Hours

* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? 9:00 am to 4:00 pm

* Where? **Note:** You may select more than one location to give students a choice.

BSC 216
 BSC 216
Please check in at front desk.
 BSC 217
Please check in at front desk BSC 216

* Office hours Type: Scheduled Appointments Only
Only take scheduled appointments

* How long? 30 minutes minimum appointment length
 30 minutes maximum appointment length

* Appointment Types: Select the types of meetings you will have in these office hours.
 Advising Teaching

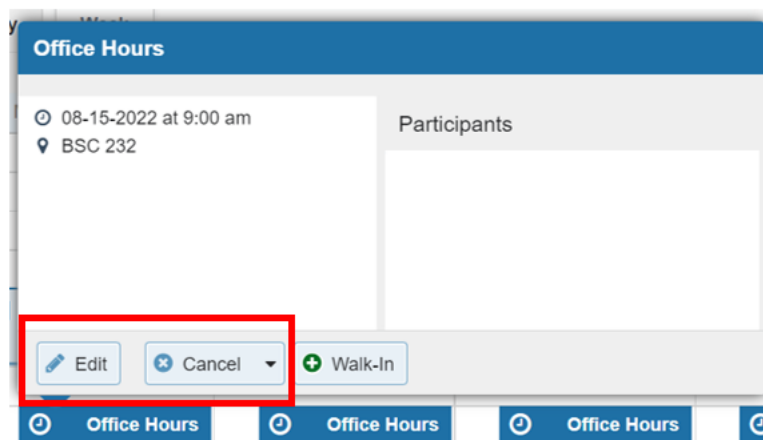
Instructions | Start/End Date

Start Date: 10-24-2017
 End Date: End of Term 2017-2018 - Fall Semester

* Required fields [Never Mind] [Submit]

To Edit or Delete Existing Office Hours

1. Go to Menu → Appointments
2. Looking on your calendar, find your Office Hour block that you'd like to edit.
3. Hover the mouse over the small clock on the left of the icon.
4. Select Edit to edit the office hours or Cancel to cancel that block for that day of Office hours.
5. Make the needed changes and click Submit.

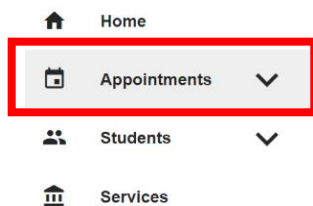


Students Create an Appointment

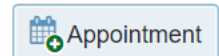
Students are able to log into Starfish and schedule a time to meet with you. Instructions for students to do this are available [here](#).

Creating a Future Appointment for You and the Student

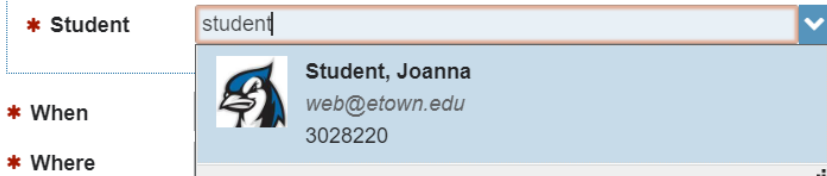
1. Select the **Appointments** option on the Menu.



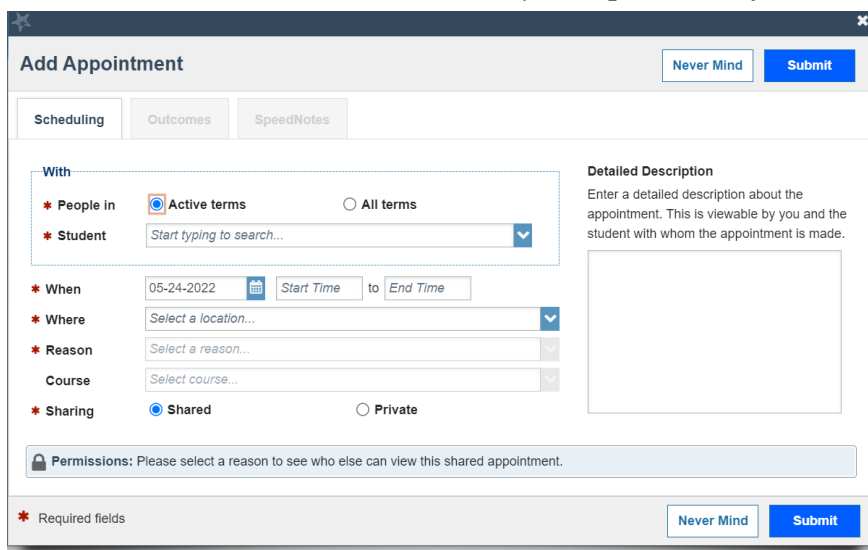
2. To add a new appointment, select **Appointment**



3. Click the arrow next to the drop down for **Student** and begin to type the students first or last name in the drop-down box, select the student you wish to create an appointment or enter a note for.



4. Enter the date, start and end time of the meeting, (the location should be populated from your location preferences on your profile)
5. Select a reason for meeting. **Each Reason has a specific pre-set of SpeedNotes associated with it. You will only see SpeedNotes for that meeting Reason.*



6. Select the Course if applicable.

7. The **Shared** option allows users with the roles listed who have a relationship with the student to view the note in the student folder. Who the note is shared with will depend on the **Reason** for the appointment. When the **Private** option is selected, only you can see the Note.

8. Detailed Description

is an area to enter any instructions for the student about where to meet you or what they should prepare or bring to the meeting.

9. Click Submit.

Once you've set up the Appointment Feature you can share your unique URL code on your Canvas page or with your advisee's by going to Menu → Profile (arrow next to name) → Edit Profile and under Profile Settings "Copy URL to Clipboard" and then paste the External URL in Canvas.

To access documentation for Notes & Speed Notes visit this link <https://www.etown.edu/offices/advising/starfish.aspx>