

Starfish Connect – Setting up Office Hours

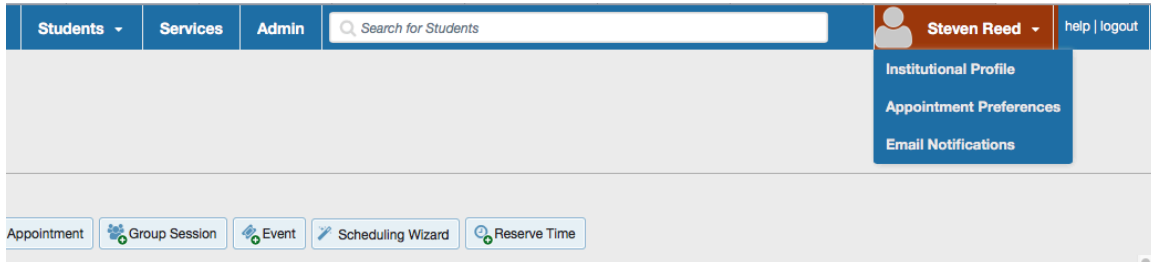
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To search the starfish full document library please visit

<http://help.hobsons.com/Starfish/FI3VYgGm6zb3OWi2R2d2/Help/EndUser/Default.htm>

Set Starfish Email Preferences

As a staff member you can set preferences for both appointment and tracking item email notifications by clicking on the **Email Notifications** tab within your Starfish Profile .



Add Default Settings for Meetings

You can add default settings for meeting length and cutoff deadlines for allowing meetings to be scheduled. To do so:

- 1 Access your Starfish Profile by clicking your **photo** or **name** in the top right corner of your Home page.
- 2 Click on the **Appointment Preferences** tab.
- 3 Select a "Minimum Appointment Length" from the drop down choices. Your selection here will be the default for the Office Hour blocks you set.
- 4 Select a desired "Scheduling deadline" if you want to create a cutoff for when students can add meetings into your office hours.

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length

Scheduling deadline:

None

5:00 pm

9:00 am

1

Allow drop-ins after deadline has passed

My Locations

Set Choices for Meeting Locations

- 5 Access your Starfish Profile by clicking your **photo** or **name** in the top right corner of your Home page.
- 6 Click on the **Appointment Preferences** tab.
- 7 Scroll to the section titled "My Locations."
- 8 Click on the **Add Location** button to bring up the "Add Location" dialog box.

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

Type	Name ▲	Instructions
Office	IDC 324	

- 9 Select the type of location from among the choices listed.
- 10 Enter a name for this location that will be recognizable and clear to students or others who might be managing your calendar.

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- 11 Include helpful instructions for the location (example: "ring the buzzer to the left of the main doors").
- 12 You can add additional locations as needed using these same steps. These locations will then be available as options when you set up your office hours.

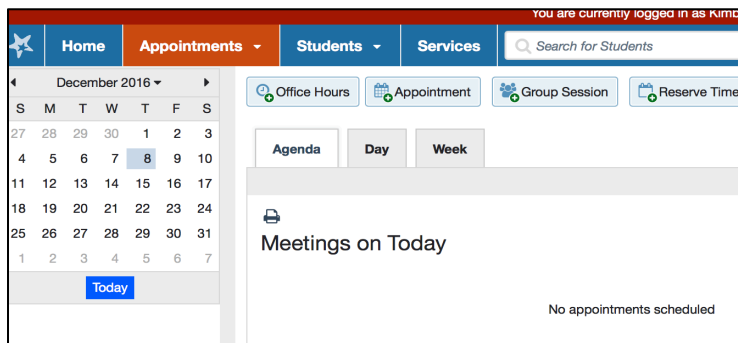
Add and Manage Office Hours and Group Sessions

Users with connections to students (such as advisors, instructors, or tutors) may schedule meetings by using the online calendar in Starfish. Students may also schedule appointments directly with staff members that have published their availability online.

Each appointment allows you, your calendar manager, or the student to provide information about the time and place of the meeting, the reason for meeting, and any detailed information that might help you prepare. In order for students to schedule appointments with you in Starfish, you must setup office hours and/or group sessions in Starfish that indicate your availability, including when you can meet, with how many students, for what kind of appointments, and how long those appointments may last. Students may only schedule appointments with you according to these specifications.

Add Office Hours

You can add office hours at any time by clicking the **Add Office Hours** button from the action bar on the Home or Appointments pages.



This brings up the "Add Office Hours" form.
Complete the form

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The screenshot shows the 'Add Office Hours' form with the following fields and options:

- Title:** Office Hours
- What day(s)?** Weekly (dropdown), Repeats every 1 week(s) (dropdown)
- Repeat on:** Mon, Tue, Wed, Thu, Fri, Sat, Sun (radio buttons)
- What time?** Enter Start Time to Enter End Time (text boxes)
- Where?** IDC 324
- Office hours Type:** Scheduled And Walk-ins (dropdown), with a note: *Take either scheduled appointments or walk-ins*
- How long?** 15 minutes (dropdown) minimum appointment length, 15 minutes (dropdown) maximum appointment length

Below the form are tabs for 'Instructions' and 'Start/End Date'. A text area contains the instruction: 'These will be sent to anyone who makes an appointment.' At the bottom, there are 'Never Mind' and 'Submit' buttons, and a legend for '* Required fields'.

To check your set up, click on the **Appointments** tab from the top level navigation, then click on the **Agenda** sub-tab. Existing Office Hour blocks are displayed in the panel titled "Availability."

The screenshot shows the 'Agenda' sub-tab selected. The main heading is 'Meetings on 12-15-2016'. On the right side, there is an 'Availability' section with a toggle for 'Office Hours' (currently turned off) and the text 'Tue & Thu 2-4PM'. The date 'Thu, 12-15-2016' is displayed in the top right corner.

Schedule Meetings

Once your Starfish calendar is populated with Office Hours or Group Sessions, students may schedule through Starfish. As the calendar owner (or someone's calendar manager) you may also schedule Appointments and document Outcomes.

When you are ready to schedule meetings with students, you have a few options.

Schedule From the Add Appointment Icon

Click the **Add Appointment** icon at the top of your Appointments tab or on the Home page.

When this option is selected, you will get a blank Create Appointment window.

Schedule From Within a Student Folder

Click the **Add Appointment** icon from within the Student Folder. When this option is selected, the student

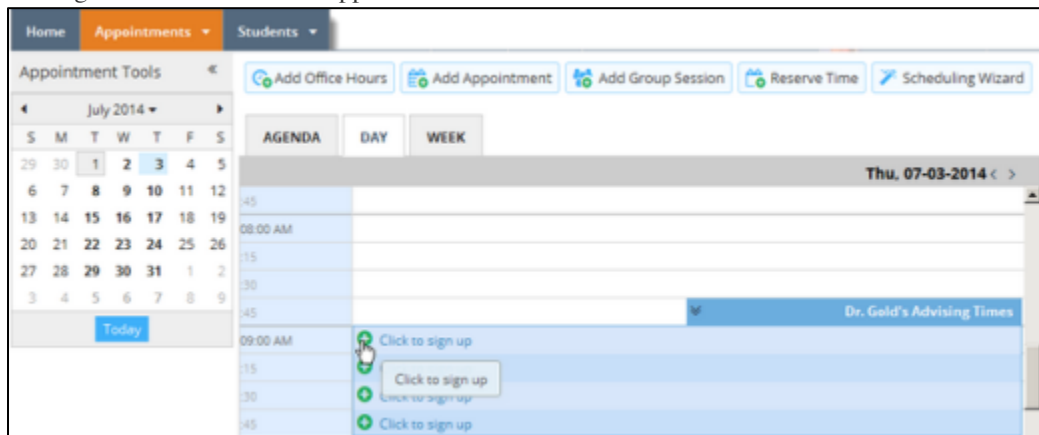
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will be populated into the appointment.

Schedule From an Existing Office Hour Block

If you are in the Day or Week View of your Starfish calendar, you can click the **green plus icon** in an existing block to schedule an Appointment at that time.

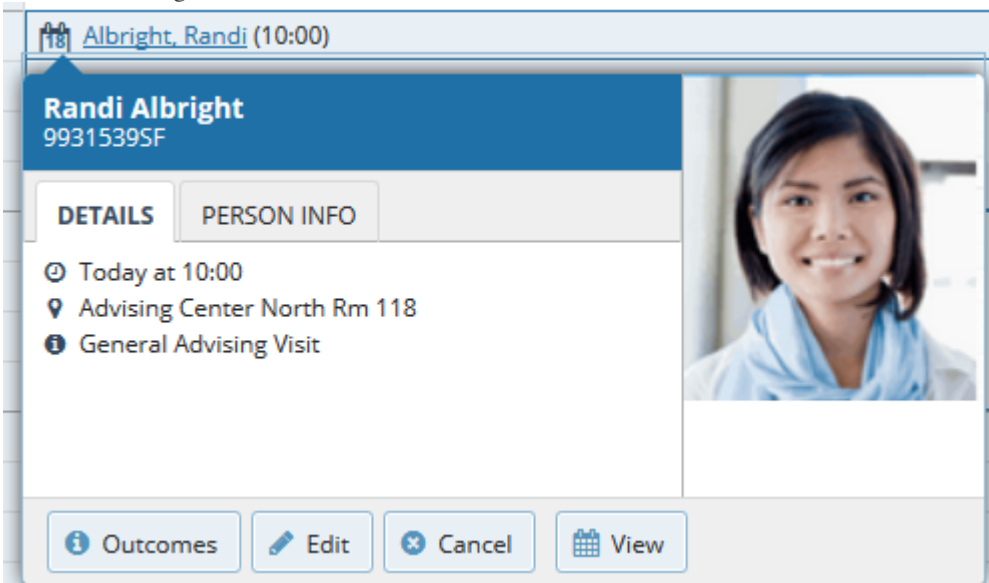


Fill in the remaining details /update as necessary within the Scheduling tab of the Add Appointment window. You will need to select a student, time, location and reason for the Appointment.

Record Meeting Outcomes

There are several things that Starfish helps you to document for your meetings. The specific setup of your Starfish system and your role will drive what is presented for a meeting.

Hover the appointment (calendar) icon associated with the desired appointment to open the appointments pop-up card. From that card, select the **Outcomes** button from the menu to record outcomes from the meeting.



Document Results on the Outcomes Tab

From the Outcomes tab, you can record the details of the meeting, including the actual start and end time, attendance, and comments from the meeting.

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Add Appointment Never Mind Submit

Scheduling | **Outcomes** | **SpeedNotes**

Time to

Attendance Student missed appointment

Email Send a copy of note to student

Comments
Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):

- Instructor
- General Counselor
- Academic Leadership
- Student Calendar Manager
- Academic Support

[More...](#)

Required fields Never Mind Submit

Review Documentation From Student Meetings

The Meetings tab within the Student Folder provides information about the student's past and upcoming meetings. If you have permission to view an appointment, the **Appointment Menu** (calendar) icon will be available. Click this icon for information about the meeting.

Those items that have comments and/or SpeedNotes that you have permission to view will show a plus sign icon "+" in the first column. Click the icon to expand the item and show the notes.

Randi Albright

Flag | Referral | To-Do | Kudos | Success Plan | Message | Note | Appointment | File | Intake

Overview | Info | Success Plans | Courses | Tracking | **Meetings** | Notes | Network

Date / Time	Reason	Scheduled By	With
19-03-2016 at 13:00 (Canceled)	Pre-registration	Yasmin Gold	Yasmin Gold
16-03-2016 at 14:00 (Appointment)	Pre-registration	Yasmin Gold	Yasmin Gold
16-03-2016 at 09:00 (Appointment)	General visit (default)	Preston Alkin	Preston Alkin
08-03-2016 at 11:00 (Appointment)	General Advising Visit	Yasmin Gold	Yasmin Gold
29-01-2016 at 11:00 (Canceled)	Orientation	Yasmin Gold	Yasmin Gold
29-01-2016 at 00:40 (Appointment)	Seek career advice	Yasmin Gold	Yasmin Gold
21-12-2015 at 11:00 (Appointment)	supplemental instruction Course: Marketing for Business Majors (BUSN201.01.201501)	Randi Albright	Yasmin Gold
18-12-2015 at 04:05 (Appointment)	Pre-registration	Yasmin Gold	Yasmin Gold
17-12-2015 at 16:00 (Canceled)	Study abroad	Randi Albright	Yasmin Gold
24-11-2015 at 16:00 (Appointment)	Internship information	Randi Albright	Darrin Schmautz

The comments and SpeedNotes from this appointment are also available on the Notes tab within the Student Folder.