Getting Started Guide

Office Hours

Weekly recurrences: These shortcuts are for common weekly recurrences such as "Every Tues. and Thurs.", "Every Mon., Wed., Fri.", or "Every Weekday."

3. What time:

Enter a start and end time for the Office Hour block in the text boxes indicated next to the What Time label. Options will populate a dropdown list as soon as you begin typing in the Enter Start Time text box. End time options will be populated in a dropdown based on times occurring after what you entered as the start time.

4. Where:

Options presented here will depend on whether you have any locations established in Starfish yet:

- If you have never set up a location in Starfish: select a Type from the dropdown presented (in an office, by phone etc.) and enter a description of the location in the Details text box (for example: McIntyre Building, Office 312). Enter additional instructions (e.g. use the buzzer) in the Instructions text box.
- *If you have one location set up*: that location will be listed and the check box for it will be checked. Note: Additional locations can be added from your Starfish Profile, see Set Choices for Meeting Locations.
- *If you multiple locations set up*: those locations will be listed in the Where section and you will23 (i1)97.3-12.52 (a)1.39 (4a7)-45.4 (8l)32.7 (u)32.3[(s)-198.1 (l)-1

7. Appointment Types:

- In the Ends field and select from among the dropdown choices

Never	The Office Hours will remain indefinitely.
End of Term	You will be prompted to select a term.
On Date	You will be prompted to enter a date.
After	You will be prompted to select the number of occurrences.

10. Click Submit:

Click Submit to finish.

Virtual Office Hours

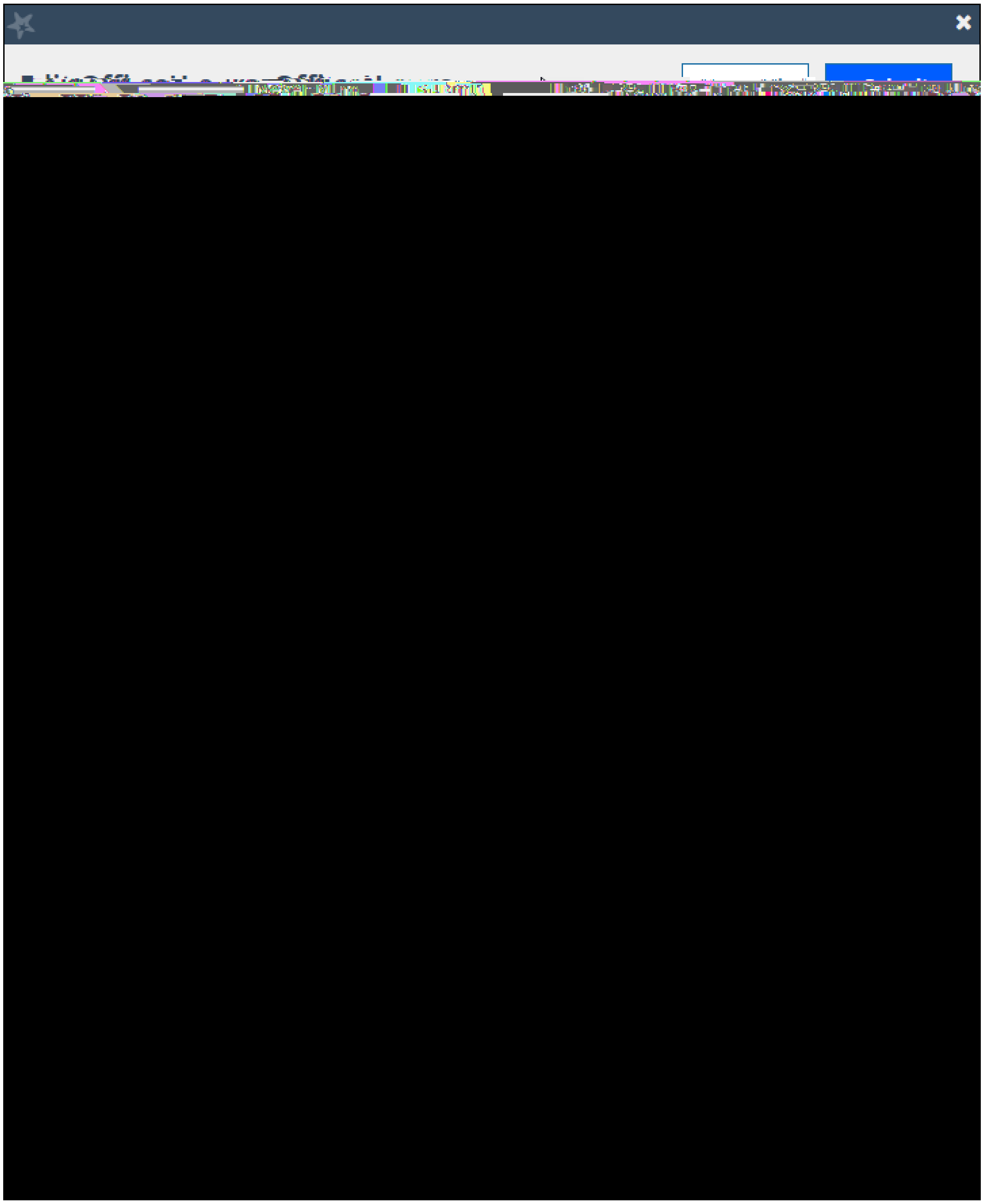
You can convert in-person office hours to virtual with a Phone Number or Zoom Room URL as other locations in faculty and staff Office Hours. This allows students to see how they can connect with you remotely.

Add Instructions to office hours that students will see on the pre-confirmation screen when they make their appointment. This may be helpful if you want to communicate specific instructions for your students regarding meeting procedures as the situation continues to be updated

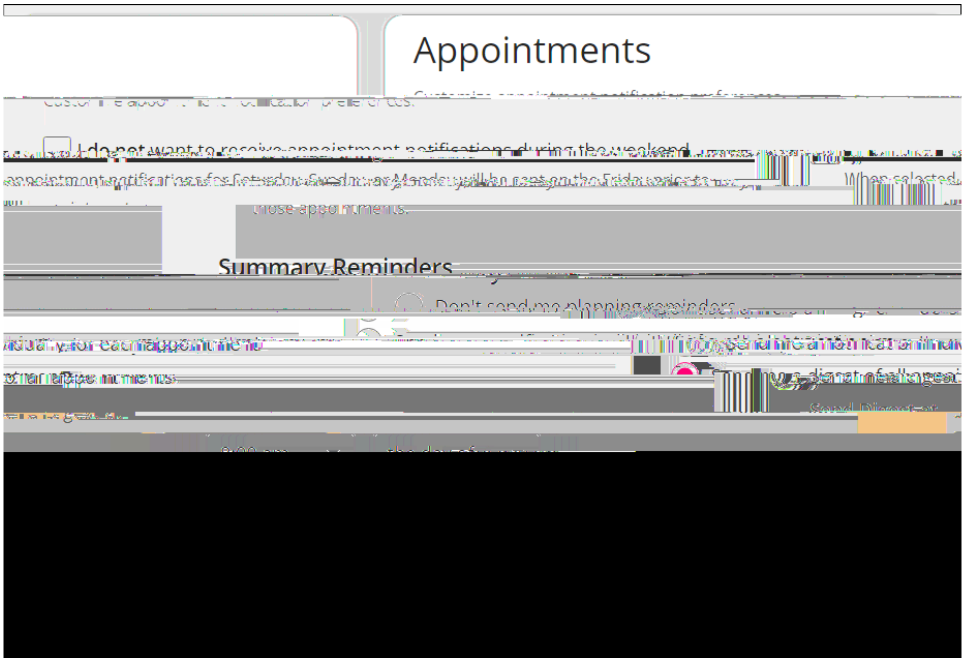
Tip: If you edit instructions for Office Hours or other meetings, students who have already signed up with appointments will not be notified of the change (i.e. Zoom passwords). However, if the student gets an appointment reminder, that reminder email will include the updated information. If necessary, you may need to select each student in the calendar view and send them a message with the updated information.

5. In the selected week, enter the start and end times for each block in the appropriate day columns. You can schedule multiple Office Hour blocks on any day within the week. If you need to schedule more than three blocks on any day, select the Add Another Block link in the column for that day.

5. Update the desired fields and click **Submit**.



> Note: If you need to update or edit your locations, please navigate to the Hamburger Menu > Your Name > Appointment Preferences. For instructions see Set Choices for Meeting Locations.

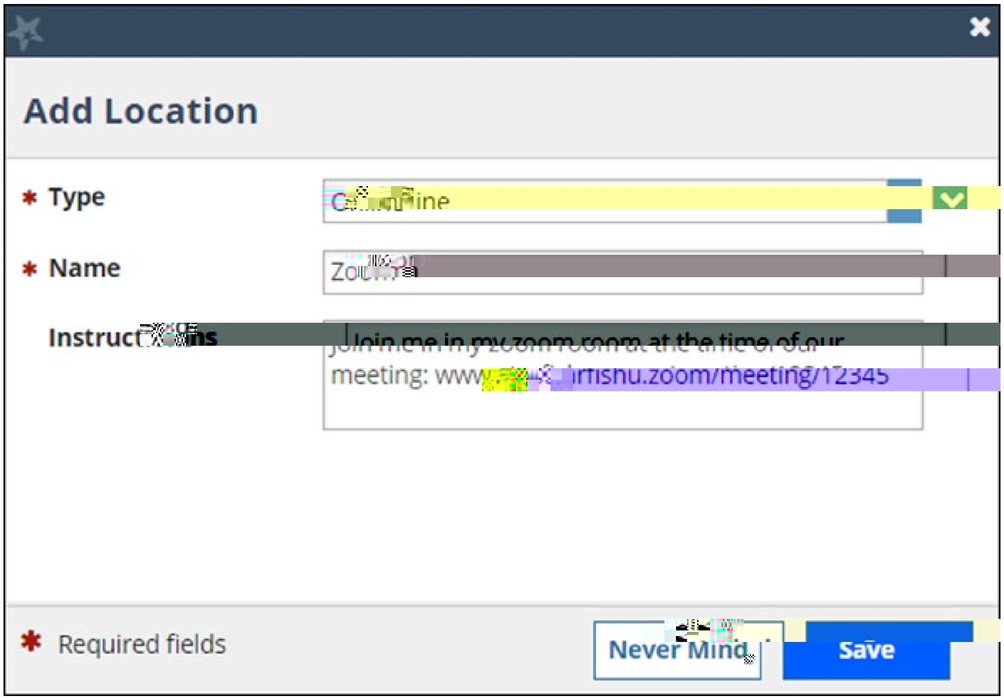


Appointments

☐ I do not want to receive appointment notifications during the weekend

Summary Reminders

○ Don't send me planning reminders



Add Location

✱ Type: Online

✱ Name: Zoom

Instructions: Join me in my zoom room at the time of our meeting: www.[illegible]rtisnu.zoom/meeting/12345

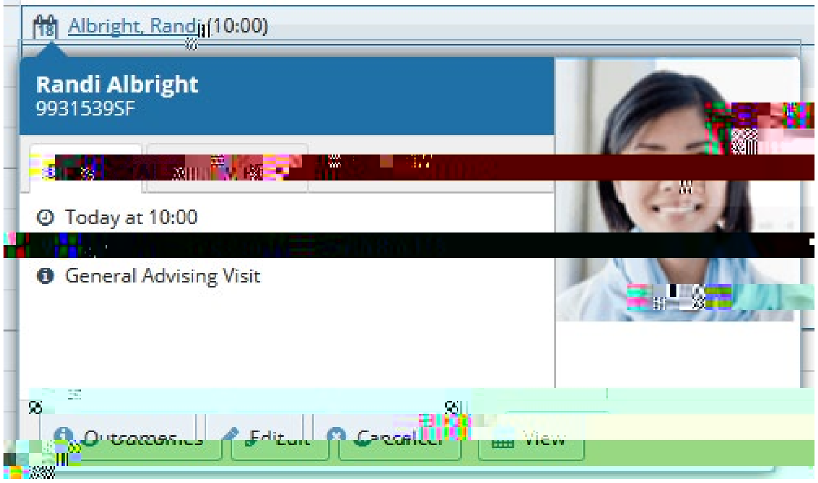
Record Meeting Outcomes

Overview

The Outcomes tab and SpeedNotes tab are tools that Starfish provides to help you to document for your meetings. The options that you see have been determined by the Starfish Function Team. Welcome to utilize Outcomes and SpeedNotes, as you see fit.

Outcomes Tab

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


Albright, Randi (10:00)

Randi Albright
9931539SF

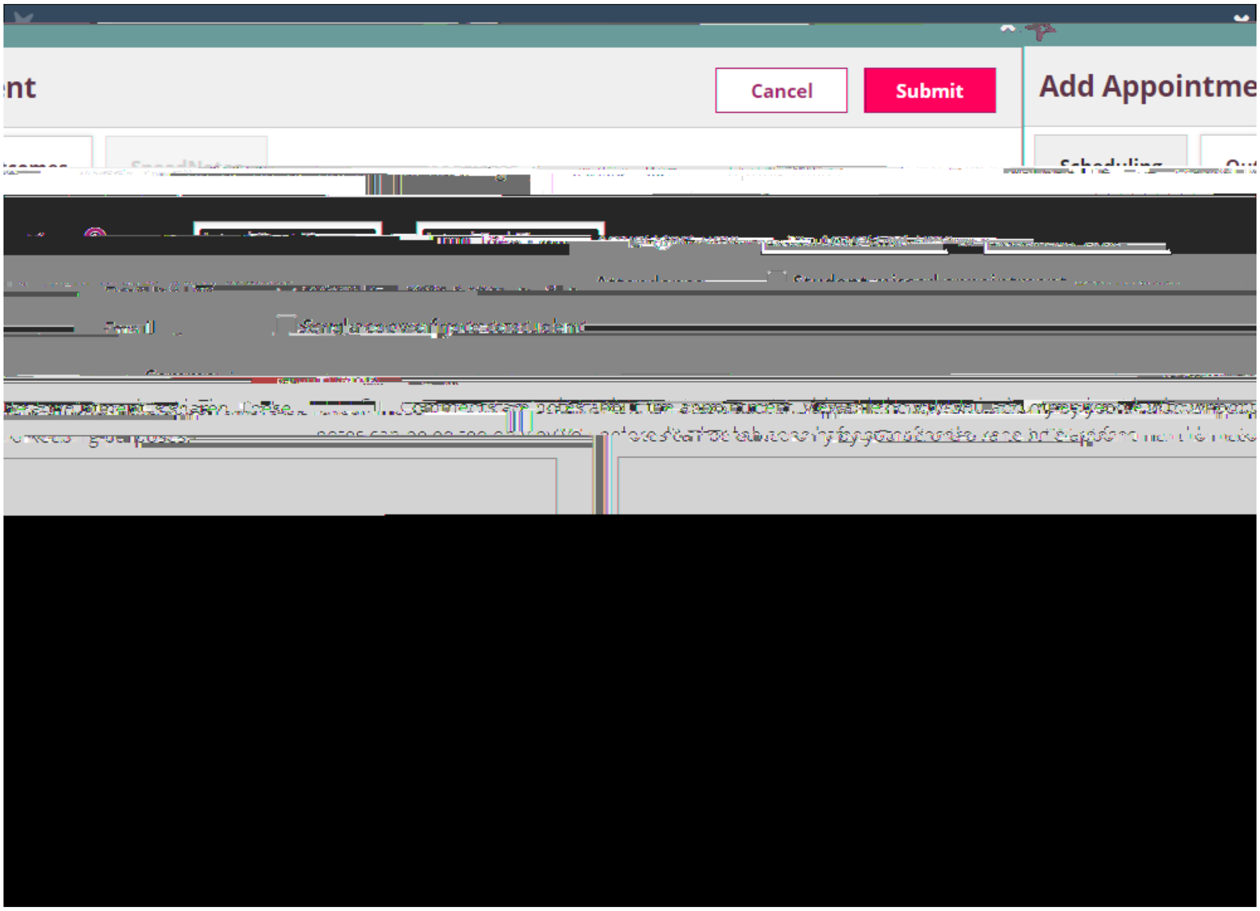
Today at 10:00

General Advising Visit

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.

(see next page for image)



Document the Time and Duration of Your Meeting

In some situations, a meeting may start or end before or after the scheduled time. In those cases, you can you can add the actual start and end time of the meeting on the Outcomes tab to account for the actual time that the meeting occurred when that time differs from the scheduled appointment time. Click on the Scheduling tab associated with the appointment to see the originally scheduled time.

*RECOMMENDATION: Is to not change the actual start or end date under the Outcomes Tab.

Document a Student "No-Show"

Check the box labeled Student missed appointment to indicate that the student did not show up for the appointment. Depending on your Starfish setup, marking the student as a no show on the appointment, and submitting your update may trigger an email to the student regarding their no show. Check with your Starfish Administrator if you're not sure whether or not the student will be notified when this option is selected.

Provide Narrative Comments/Notes About the Meeting

Enter notes about the meeting in the Comments box to document what you and the

Student Perspective for Scheduling an Office Hr. Apt.

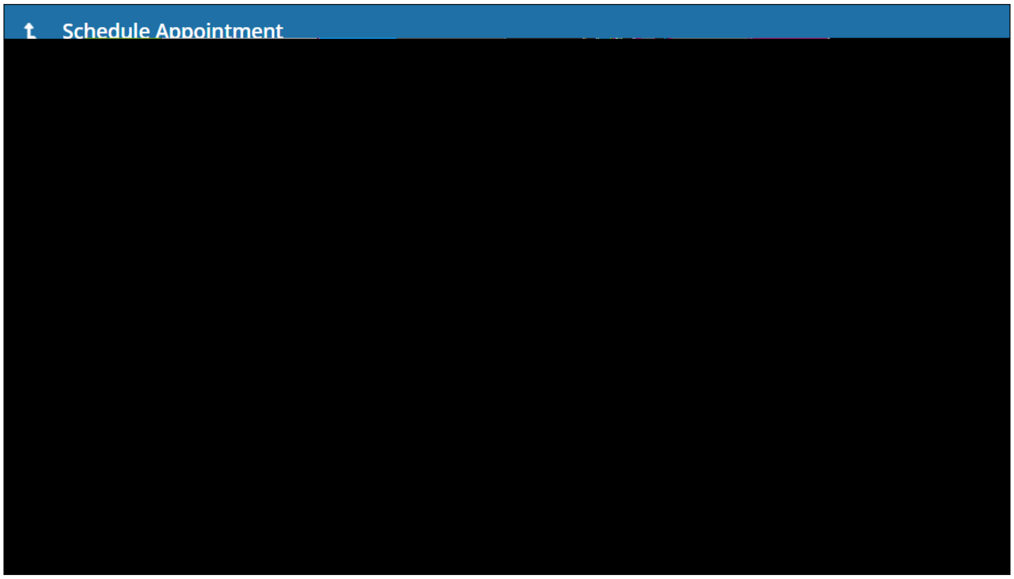
Student Perspective: Make an Appointment

1. From the **My Success Network**, click the ellipsis beside the name of the person you want to schedule an appointment with, and then select **Schedule**.

   For Services where appointments are available, select **Schedule** for the desired service.

   Or, from the **Courses** channel, select **Schedule Appointment** below the contact information for the desired person or service

2. Select the type of appointment you want to schedule and choose a reason from the list.



3. Adjust the date range as needed to find days and times that work for your schedule, and then select a time from the list.

NVC Starfish Help Desk

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