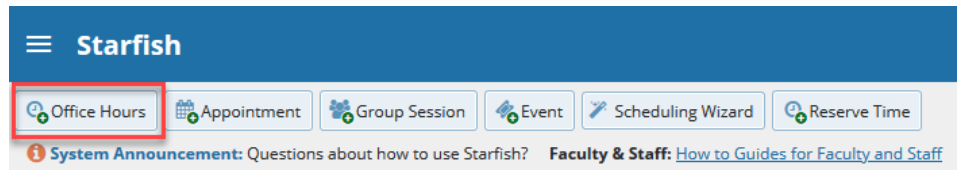


Starfish Appointments Streamline Access

When you use Starfish for scheduling meetings with students, it makes it easier for students to meet with you. Students regularly use Starfish for scheduling meetings with a variety of offices, so you are visible where they are looking. You control which students can meet with you and when, reducing the need for email negotiations. Starfish connects to your Outlook calendar, reducing the chances of being double-booked.

Make your availability visible to the right students

Use the “Office Hours” tool to create recurring blocks of meeting availability that are only visible to specific groups of students.



- 1) To create meetings just for students enrolled in your classes, select the “Teaching” appointment type.
- 2) To create meetings just for your assigned advisees, select the “Advising for assigned advisees” appointment type.
- 3) To create meetings for your graduate students, select the “GRAD general meeting” appointment type.

To create meetings available to more than one group of students, select multiple appointment types.

Step-by-step instructions: <https://tinyurl.com/starfish-appts>

Host meetings in person or by Zoom

Add one or more locations where you will hold meetings. Specify your meeting location for the appointment hours.

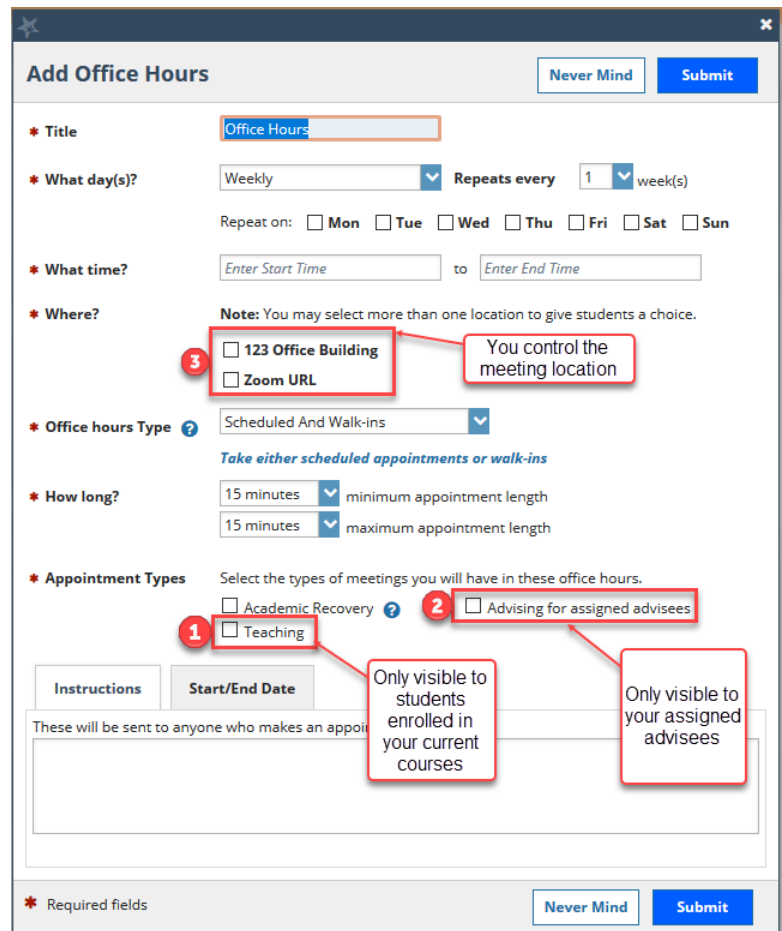
Step-by-step instructions: <https://tinyurl.com/starfish-zoom>

Students self-schedule appointments

Once you create meeting availability, students with a connection to you can see your open times and select the appointment that fits their schedule. **Students can only see times that are available.**

Once an appointment is selected, you and the student both receive confirmation and reminder emails. The confirmation includes the location you specified when creating the availability. Starfish can link to your Outlook calendar and cover up availability when you have other obligations on your calendar.

Step-by-step instructions: <https://tinyurl.com/starfish-outlook>



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

- Title:** Office Hours
- What day(s)?** Weekly, Repeats every 1 week(s)
- Repeat on:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- What time?** Enter Start Time to Enter End Time
- Where?** Note: You may select more than one location to give students a choice.
 - 123 Office Building (Callout: 3, You control the meeting location)
 - Zoom URL
- Office hours Type:** Scheduled And Walk-ins
- How long?** 15 minutes (minimum and maximum appointment length)
- Appointment Types:** Select the types of meetings you will have in these office hours.
 - Academic Recovery (Callout: 2)
 - Advising for assigned advisees (Callout: 2)
 - Teaching (Callout: 1)

Additional callouts at the bottom of the form:

- Callout 1: Only visible to students enrolled in your current courses (points to the 'Teaching' type)
- Callout 2: Only visible to your assigned advisees (points to the 'Advising for assigned advisees' type)