

# Connecting Calendars: iSpartan & Starfish

Integrating your Starfish & iSpartan calendars reduces the likelihood of double-booking and allows for more efficient posting of appointment availability within Starfish. Starfish supports two-way communication between iSpartan and Starfish.

## VIEWING STARFISH EVENTS IN ISPARTAN

- ◆ See your Starfish appointment availability and scheduled appointments in the iSpartan calendar
- ◆ Prevents double-booking & time conflicts with other meetings or obligations on your schedule
- ◆ Save yourself time by managing only one calendar

## VIEWING ISPARTAN EVENTS IN STARFISH

- ◆ See iSpartan events on your Starfish calendar to easily plot appointment availability around other commitments
- ◆ Students will never see your iSpartan calendar details
- ◆ Place a busy hold in iSpartan to automatically block appointment availability in Starfish for those last-minute schedule changes

### \*QUICK TIP\*

Always RSVP "Yes" to iCal invitations you receive to ensure your calendar events match.

If you need to cancel a Starfish activity, log into Starfish and cancel it from the calendar.

Canceled Starfish events are removed from iSpartan automatically. No need to update your RSVP.


## HOW TO GET SET UP

### 1 OPEN STARFISH

- ⇒ Log in at [starfish.uncg.edu](http://starfish.uncg.edu), or
- ⇒ Click the Starfish button in [iSpartan Apps & Tools](#), or
- ⇒ Open Starfish from [Canvas](#) (Account→Profile→Starfish)

Enter your UNCG username and password to log in

### 2 OPEN EMAIL NOTIFICATION PREFERENCES

- ◆ Click the  icon to open your navigation menu
- ◆ Click on your name
- ◆ Select *Email Notifications*
- ◆ Update the settings below
- ◆ Click **Submit** to save your changes

### \*QUICK TIP\*

Starfish reads busy times from iSpartan and blocks appointment availability where busy time is found but this connection relies upon working servers.

It is always best practice to remove availability from Starfish as needed.

Placing busy time over an existing appointment will not cancel it in Starfish.

### 3 VIEW STARFISH EVENTS IN ISPARTAN

Check two boxes to allow Starfish to send you a calendar invitation for every change to your office hours/group sessions and appointments. Starfish will email you when changes are made to your Starfish calendar and send those updates to your iSpartan calendar.

#### Appointments Notifications

Planning Reminders  send me a separate email reminder for each appointment

send one email reminder with all appointments

don't send me an email reminder

Send Planning Reminders: 7:00 am the day of the appointments

Appointment Alerts:  Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments  change to my Office Hours/Group Sessions

Success Network Updates:  Send me a weekly status update about my Success Network

Read busy times from my external Google calendar

Paste your Google Calendar private link here

**Important:** In order for this setting to take effect, you must share your private calendar link with Starfish. [Click here](#) for further instructions.

### 4 VIEW ISPARTAN EVENTS IN STARFISH

Check the box beside "Read busy times from my external Google calendar". You will also need to find your private iSpartan calendar link and paste it in the space provided. Follow the instructions given in Starfish to obtain this link.