Posting Appointment Availability in Starfish

1 OPEN STARFISH

⇒ Log in at starfish.uncg.edu, or
⇒ Click the Starfish button in iSpartan Apps & Tools, or
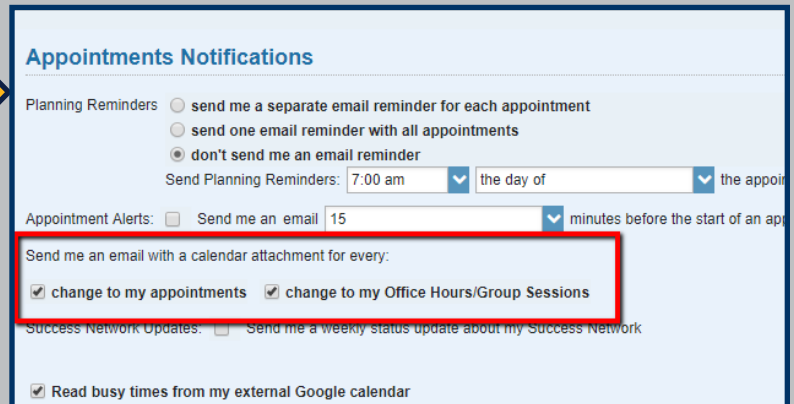⇒ Open Starfish from Canvas
   (Account→Profile→Starfish)

Enter your UNCG username and password to log in

2 UPDATE APPOINTMENT PREFERENCES

♦ Click the ☰ icon to open your navigation menu
♦ Click on your name & select *Appointment Preferences*
♦ Update settings to your preference (see Appointment Preferences quick guide for tips)
♦ Click **Submit** to save your changes

3 SET YOUR EMAIL NOTIFICATIONS

♦ Click the ☰ icon to open your navigation menu
♦ Click on your name & select *Email Notifications*
♦ Recommended: Check 2 boxes to request an email notification for every change to your appointments and office hours. This will send your Starfish calendar updates to your iSpartan email and calendar for easier calendar management
♦ Click **Submit** to save your changes

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 appoi

Appointment Alerts: ☐ Send me an email [15 ▼] minutes before the start of an ap

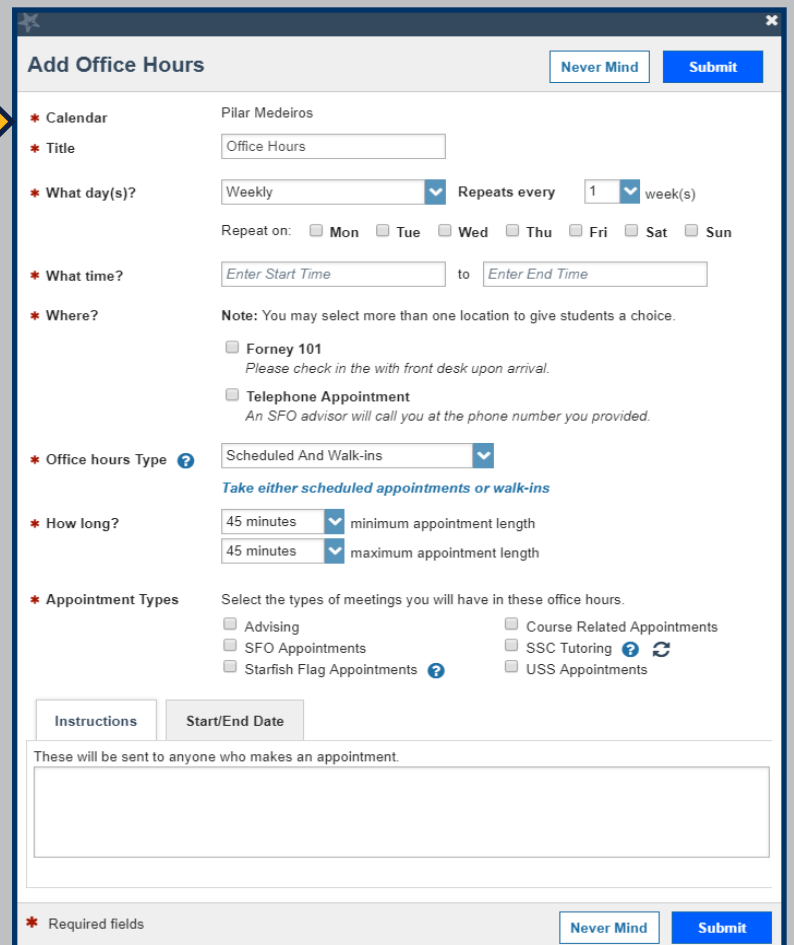Send me an email with a calendar attachment for every:
☑ change to my appointments   ☑ change to my Office Hours/Group Sessions

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

☑ Read busy times from my external Google calendar

4 POST APPOINTMENT AVAILABILITY

♦ Click the ☰ icon to open your navigation menu
♦ Click the **Add Office Hours** button
♦ Enter all requested information:
 —Input a title that makes sense to students
 —Set the dates/occurrences of this availability
 —Enter the block of time you are available
 —Choose if students must schedule, walk in, or both
 —Establish a min/max appointment length (set as identical to prevent students from choosing their own appointment length)
 —Select an appointment type (if applicable) to determine which group(s) of students can sign up for these appointments (see Appointment Types quick guide for tips)
 —Enter optional instructions for students
 —If you set your availability to repeat on a regular basis, adjust the Start/End Date
♦ Click **Submit** to save. Your availability is now posted to Starfish for your students to access. Be sure to notify them that your calendar is available via Starfish.

Add Office Hours   [Never Mind] [Submit]

★ Calendar   Pilar Medeiros
★ 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.
               ☐ Forney 101
                  Please check in the with front desk upon arrival.
               ☐ Telephone Appointment
                  An SFO advisor will call you at the phone number you provided.
★ Office hours Type ❓ [Scheduled And Walk-ins ▼]
               Take either scheduled appointments or walk-ins
★ How long?   [45 minutes ▼] minimum appointment length
               [45 minutes ▼] maximum appointment length
★ Appointment Types Select the types of meetings you will have in these office hours.
               ☐ Advising   ☐ Course Related Appointments
               ☐ SFO Appointments   ☐ SSC Tutoring ❓ ↻
               ☐ Starfish Flag Appointments ❓   ☐ USS Appointments

[Instructions] [Start/End Date]
These will be sent to anyone who makes an appointment.

★ Required fields   [Never Mind] [Submit]

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