

Starfish Calendar for Staff Office Hours and Appointments

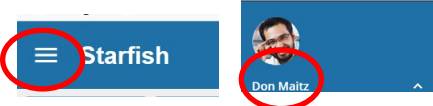
Login

Login to Starfish [directly](#), through the [Starfish Support Page](#), [Moodle](#) (click Campus Resources at the top of the page), or [NazNet Self Service](#) (click Daily Work in left side menu).

Your Profile

To use the Starfish Calendar for office hours and advising appointments, you first need to do some basic setup to your Starfish profile:

1. To access your profile, click the Starfish menu and click on your name.
2. Update the following information:
 - a. **Institutional Profile:** Update contact information, photo, bio, etc. as preferred. This is the information that students see when making an appointment with you. A photo and personal information help students put a face to a name and feel more comfortable reaching out for help.
 - i. **Share Links:** If you would like to provide students with a direct link to schedule an appointment with you, click 'copy link to clipboard' and add it to your email signature or anywhere else you would like a student to find it.
 - b. **Appointment Preferences:** Set default appointment duration and scheduling deadline (these can be adjusted when creating individual appointments).



- i. **Location:** You must create at least one location. Normally, this would be your office but you can also add a phone number or a Zoom link

Add Location

* Type	Online
* Name	https://naz.zoom.us/j/6212345509
Instructions	Use this link to connect with me via Zoom video conference at the selected appointment time.

* Required fields

Never Mind

Save

- c. **Email Notifications:**
 - i. To have Starfish appointments and office hours show directly on your Nazareth Google calendar, check the boxes next to 'change to my appointments' and 'change to my Office Hours/Group Sessions'.
 1. **This step is strongly recommended to help you keep track of your appointments.**

- ii. If you want to be able to see your Google calendar in Starfish, check 'Read busy times from my external Google calendar' and click on 'Click here' for further instructions.

Send me an email with a calendar attachment for every:


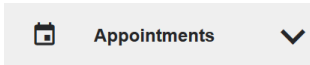
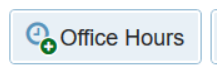
☒ change to my appointments ☒ change to my Office Hours/Group Sessions

☒ Read busy times from my external Google calendar

<https://calendar.google.com/calendar/ical/amorris8%40naz.edu/private-b7ae6827fc7e9268fe7caccf02baf199/basic.html>

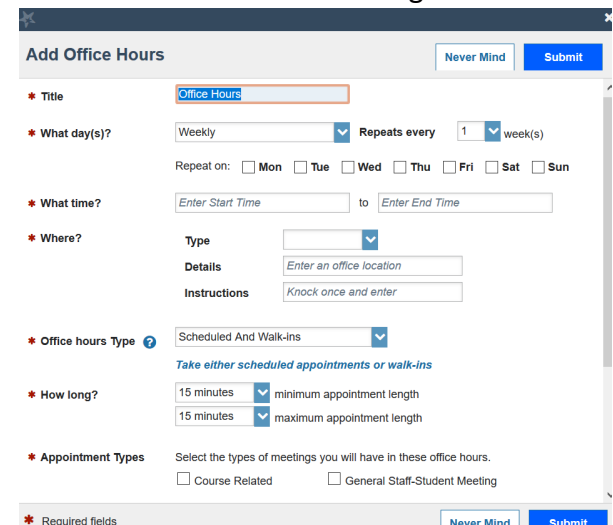
Important: In order for this setting to take effect, you must share your private calendar link with Starfish. [Click here](#) for further instructions.

Office Hours and Appointments

1. To set up office hours/appointments, click the Starfish menu,  then Appointments,  and then Office Hours. 

2. When you click on Office Hours, you should see a box that looks like the one to the right

- a. Enter a title (i.e., Office Hours), select the days and repeat preferences using the drop down boxes, set your timeblock of availability (i.e., noon-3pm; individual appt. slots will be set under 'How long'), indicate if students must schedule an appointment or if you will take walk-ins, and set the min and max duration you will allow a student select for an individual appt. You will also need to indicate what kinds of appointments you will take during these office hours.



Add Office Hours Never Mind Submit

* Title

* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

* What time? to

* Where?

* Office hours Type Scheduled And Walk-Ins

Take either scheduled appointments or walk-ins

* How long? 15 minutes minimum appointment length 15 minutes maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
☐ Course Related ☐ General Staff-Student Meeting

* Required fields Never Mind Submit

Individuals with multiple roles (i.e., staff and instructor) will have multiple appointment type options in case you want to be available for certain kinds of appointments at different times. You can also include further instructions for students and set start/end dates for recurring office hours.

3. That's it! Now that you have created your office hours, let your students know this is how you prefer they schedule appointments with you:
 - a. Send them your Direct Link if you selected that option in your Institutional Profile OR...
 - b. Send them a message with some basic instructions:
 - i. 'Schedule an appointment with me through Starfish. [Click here](#) to log in. I should be listed as one of your connections on the landing page. Click on the three dots next to my name and select "Schedule." Then, follow the prompts to schedule an appointment.'
4. If you or your students need help or want more information about calendar options, please visit the [Nazareth Starfish Support](#) page.