

# STARFISH SPOTLIGHT

January 2018

## Appointment Preferences



**Log in** to Starfish, select the **Menu** icon, click on the arrow next to your name and select **“Appointment Preference”**. Under the **Basics** heading, select a **minimum appointment length** and **schedule a deadline**.

Note: Scheduling deadlines do not allow students to schedule a time with you after a certain time on the day before your office hour or at a certain time on the day of your office hour. *(In the example below students are unable to schedule an appointment with this advisor after 4pm the day before the office hour.)*

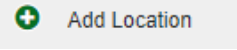
Minimum Appointment length: 30 minutes

Scheduling deadline:

- None
- 4:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

## Add a location

Click  and add your location, enter any instructions such as “Please check in at the front desk” etc. **Please do NOT add any Calendar Managers at this time.** Click **submit**.

## Email Notifications

Click on **“Email Notifications”** tab at the top of the screen, and in the **“Appointments Notifications”** box select how you would like to receive your email reminders regarding appointments and if you would like email alerts 15 or more minutes prior to your appointment. Select if you would like an email with a calendar attachment for every change to my appointment. **We do NOT recommend receiving a calendar attachment for every change to your office hours/group session.**

**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:

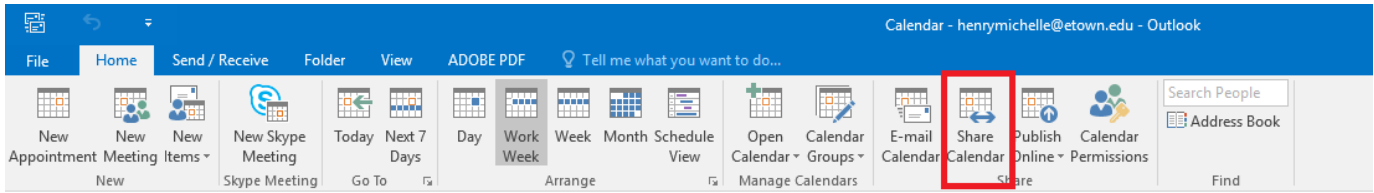
change to my appointments  change to my Office Hours/Group Sessions

Read busy times from my external Exchange calendar

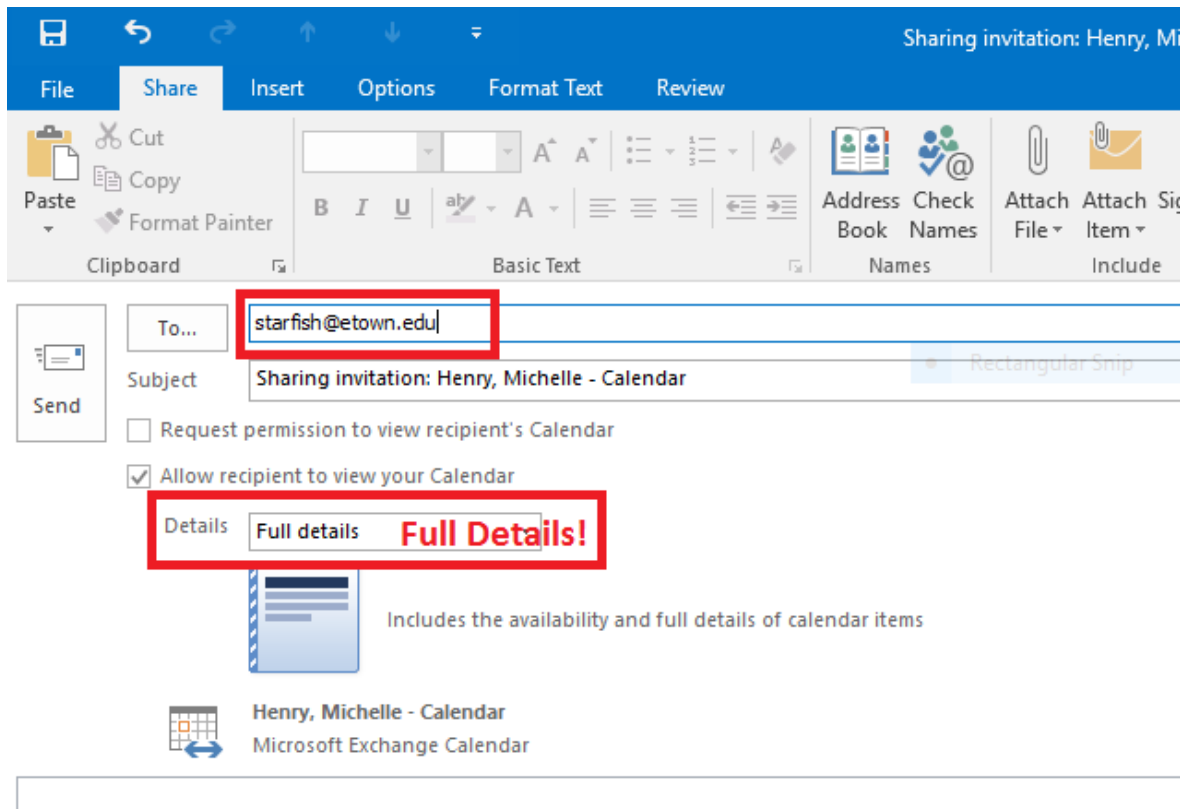
**Important:** In order for this setting to take effect, you must share your calendar with starfish@etown.edu. [Click here](#) for further instructions.

In order to read the busy times off of your outlook calendar, select “Read busy times from my external Exchange calendar”. **IMPORTANT: You will need to share your calendar with starfish@etown.edu for this to be in effect.** To share your calendar, follow the directions from the link in the Appointments Notifications box or...

In your Outlook calendar, select “**Share Calendar**”

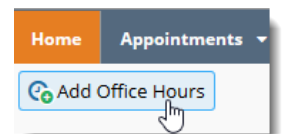


Enter the [starfish@etown.edu](mailto:starfish@etown.edu) email address in the To: line and select “**Full Details**”. *\*Note: Full details must be selected for this to work properly.* Click send.



## Office Hours

To create a single or recurring set of office hours, from the Menu, select Appointments, then **Office Hours**.



Tips on completing the **Add Office Hours** form:

**Title:** Displays on your calendar to distinguish sets of office hours.

**Where? - Type:** Options include in an office, on the phone or online, for example.

**Office hours Type:** Options include scheduled, walk-ins or both.

**Start/End Date Tab:** Select end date as “End of Term” then select term from dropdown list.

Important Note: Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

Click submit.

**Edit Office Hours - Office Hours** [Never Mind] [Submit]

\* Title: Office Hours

\* What day(s): Weekly Repeats every 1 week(s)

Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

\* What time? 9:00 am to 4:00 pm

\* Where? **Note:** You may select more than one location to give students a choice.

BSC 216

BSC 216  
*Please check in at front desk.*

BSC 217  
*Please check in at front desk BSC 216*

\* Office hours Type: Scheduled Appointments Only  
*Only take scheduled appointments*

\* How long? 30 minutes minimum appointment length  
30 minutes maximum appointment length

\* Appointment Types: Select the types of meetings you will have in these office hours.

Advising  Teaching

Instructions | Start/End Date

Start Date: 10-24-2017

End Date: End of Term 2017-2018 - Fall Semester

\* Required fields [Never Mind] [Submit]

***If you would prefer assistance in activating the appointments feature, please contact Michelle at ext.1415 or [Starfish@etown.edu](mailto:Starfish@etown.edu) to schedule a brief one on one session.***