



STARFISH GUIDE: Setting up your Profile, Appointment Preferences (including Calendar Managers), and Email Notifications in Starfish Connect

- 1 Log in to **Starfish**: <https://uccs.starfishsolutions.com/starfish-ops>
- 2 Click on the bar icon in the upper left-hand corner. Then click on the arrow next to your name.
- 3 Click on the **Institution Profile** link and update as needed. **Be sure to click the **Submit** button when done to save any changes. It should read "Your data has been changed".**
- 4 Click on the **Appointment Preferences** tab at the top.
 - Update the **Basics** section to reflect your minimum appointment length and how far in advance you wish for students to schedule an appointment with you. *Recommendation: Keep minimum appointment length set to 15 minutes.*
 - Add **Locations** that students may meet with you. *You will select a specific location when you set up the office hour in Starfish.*
 - Add **Calendar Manager**. *Calendar Managers must have a Starfish role. If you are trying to add a Calendar Manager and they are not showing up in the search, please contact Ellen Burkart at (719-255-7551, eburkart@uccs.edu) to create a role for this person. Calendar Managers can add appointment blocks, schedule appointments, or edit/cancel appointments on your behalf.*

*Be sure to click the **Submit** button when done to save any changes.*
- 5 Click on the **Email Notifications** tab.
 - For **Appointment Notifications** decide if you would like a planning reminder or alerts and set to your preference.

ⓘ If you wish for Starfish appointments to sync with your Outlook or Microsoft 365 you must check both the change to my appointments and change to my Office Hours/Group Sessions boxes.

change to my appointments change to my Office Hours/Group Sessions
 - **Summary Emails** and **Tracking Item Notifications** determine how frequently you wish to receive flag and appointment related emails from Starfish. If you do not wish to receive emails from Starfish, unselect all boxes under **Summary Emails** and **Tracking Item Notifications**.

*Be sure to click the **Submit** button when done to save any changes.*

***If you would like Outlook to sync with Starfish, please see How to set up Outlook to Starfish Integration.**

STARFISH GUIDE: Setting up office hour blocks in Starfish Connect

- 1 Log in to **Starfish**: <https://uccs.starfishsolutions.com/starfish-ops>
- 2 Click on the bar icon in the upper left-hand corner and select **Appointments**.

Office Hours: Add blocks of time allowing students to self-schedule appointments within those blocks of time.

Appointment: Track an office hour after the office hour has occurred. *Used by academic advisors.*

Group Session: Add time blocks allowing multiple students to self-schedule.

Event: Track a group session after the session has occurred.

Reserve Time: Block time to designate where appointment scheduling is not available.

Scheduling Wizard: Schedule multiple office hour blocks for multiple days in a single week.

- 3 Click on the **Office Hours** button and complete the **Add Office Hours** form:

Add Office Hours

* Title: Office Hours

* What day(s): **Once** Date: 01-11-2018

* What time?: Enter Start Time to Enter End Time

* Where?: Type, Details (Enter an office location), Instructions (Knock once and enter)

* Office hours Type: Scheduled And Walk-ins

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

Instructions | Start/End Date

These will be sent to anyone who makes an appointment.

***Calendar:**
If you are a calendar manager, confirm you are creating office hours for the right person.

***What day(s):**
You may select a one-time office hour or recurring office hours.

***Appointment Types:**
Place a checkmark in the box to the left of the appointment type. *Applicable only if you have multiple appointment types (roles) in Starfish.*

Add an instruction:
For example: Check in at department desk located in XXXXX.

! Set Start/End Date:
If you are setting up recurring appointments, be sure to set a start and end date.

- 4 Check your **UCCS email** and **accept the iCal** to sync the Starfish time blocks with your Outlook or Microsoft 365 calendar.

STARFISH GUIDE: Scheduling, Modifying, and Canceling Appointments

Scheduling an Appointment

Student Self-Scheduling:

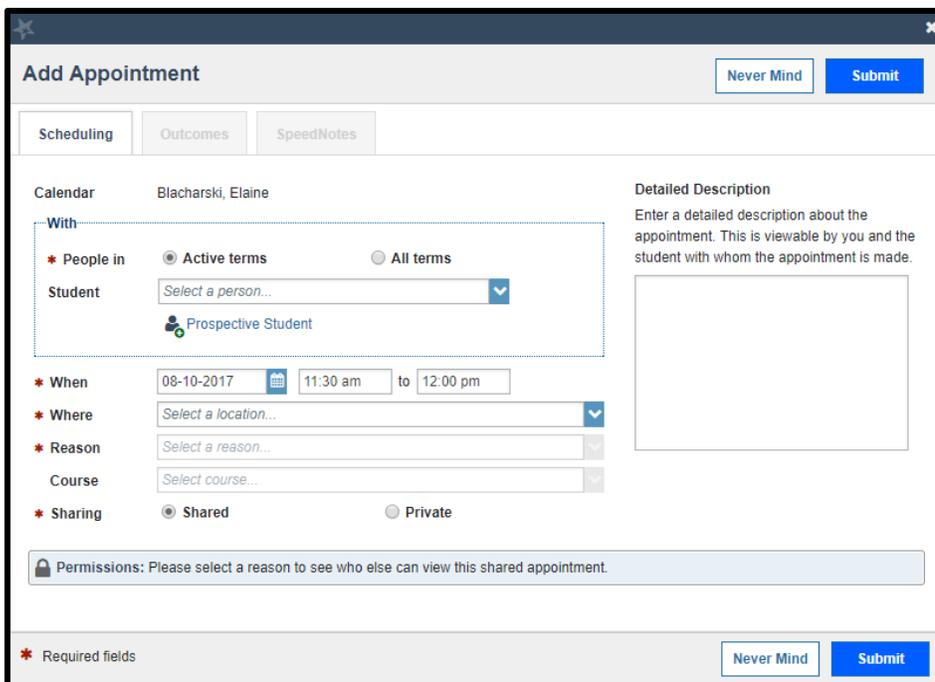
Once office hour blocks have been set up in Starfish, students can self-schedule. Students self-schedule by logging in to Starfish (<https://uccs.starfishsolutions.com/starfish-ops>), clicking on the bars in the upper left-hand corner of their screen, clicking on **My Success Network**, selecting the person they would like to meet with and then clicking **Schedule Appointment** (*this option is only available if the person or office has an available appointment).

Scheduling on behalf of the student:

To schedule a student to meet with you or someone else (if you are a calendar manager), log in to Starfish (<https://uccs.starfishsolutions.com/starfish-ops>), click the bars in the upper left-hand corner of your screen, and select **Appointments**.

If you've already set up office hours and have time blocked for appointments, click the  icon that corresponds to the specific time you would like to schedule the student. Complete the **Add Appointment** form.

If you haven't set up office hours click the  button and complete the **Add Appointment** form.



Add Appointment [Never Mind] [Submit]

Scheduling | Outcomes | SpeedNotes

Calendar: Blacharski, Elaine

With

* People in: Active terms All terms

Student: 
 Prospective Student

* When: 08-10-2017  11:30 am to 12:00 pm

* Where: 

* Reason: 

Course: 

* Sharing: Shared Private

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields [Never Mind] [Submit]

- *People in Select **Active terms**
- *Student Type in students name or ID number
**Please note that you must have a relationship with the student in Starfish in order to schedule an appointment with the student (eg: instructor). If you need a role set up so that you have access to certain students, please contact Ellen Burkart, UCCS Starfish Coordinator, at 719-255-7551 or eburkart@uccs.edu.*
- *When Fill in
- *Where Select office or phone
- *Reason Select reason
- Course Select a course if this is related to a course (ie: Early Alert)
- *Sharing Keep **Shared** selected
- Description Enter details that the student provides regarding the appointment.

*Once you click **Submit**, an iCal email will go out to both you and the student. To sync with your Outlook or Microsoft 365 calendar, you must accept the iCal.

Modifying (Editing) or Canceling an Appointment

Appointment date/time unknown

If you don't know the date of the appointment you are needing to modify, following these steps:

Search for the student by typing the student's name or student ID number in the **Search for Students** bar.

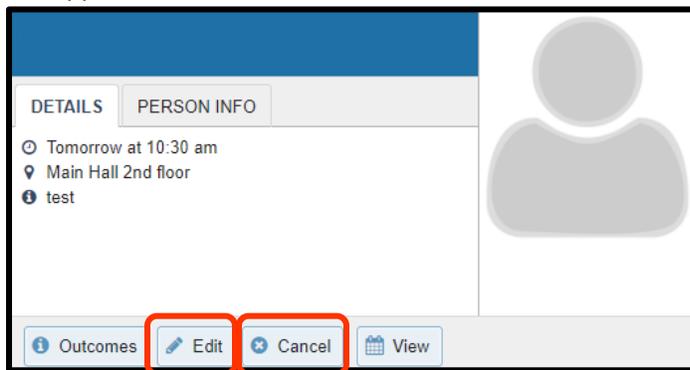


Click on the student to select their file.

Click on **Meetings**. This will show you the date of the appointment you are needing to modify. Once you know the date/time of the meeting you are wishing to modify and who the meeting is with, click the **X** to close this window. This will take you back to the schedule screen.

Appointment date/time/advisor known

Once you know the date/time of the appointment you wish to modify and who the appointment is with, locate the appointment on the Starfish calendar and hover over the calendar  icon next to the student's name to pull up the appointment details card.



To edit, click the **Edit** button, make the modifications, then click **Submit**.

To cancel, click the **Cancel** button. Be sure to write a note explaining why you are canceling the meeting and how the student can reschedule.

Recommendation to include:

*You may reschedule your appointment by logging into **Starfish**, clicking the bars in the upper left-hand corner of the screen, clicking on **My Success Network**, and clicking on **Schedule Appointment** with the person you'd like to meet with. (Starfish URL:*

<https://uccs.starfishsolutions.com/starfish-ops>)

Questions about Starfish Connect?

Contact Ellen Burkart at 719-255-7551 or eburkart@uccs.edu.