CONFIGURING STARFISH TO OFFER PHONE AND VIRTUAL LOCATIONS FOR STUDENT SCHEDULING

NAVIGATING TO "MY LOCATIONS"

Starfish allows users to set up multiple "locations" for meeting with students in person, by phone, or virtually. The system also allows you to offer students the option to select among locations options that you want to provide for a given Office Hour block (block of availability for scheduling).

1. To add or to modify your existing locations within Starfish, begin by opening the menu accessible via the "hamburger icon" in the upper left corner of the Starfish window.

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S	М	Т	W		F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	Agenda Day Week Schedule	
15	16	17	18	19	20	21		
22	23	24	25	26	27	28	Monday, March 09	
29	30	31	1	2	3	4	12:00 am	
5	6	7	8	9	10	11	:15	
			Foday				:30	
App	ointm	ient 1	ypes				:45	
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2. A left menu bar will open. Click your name to open additional menu options.



3. Click the "Appointment Preferences" menu option to open the Appointment Preferences page. The "My Locations" configuration options are located mid-

way down the page. Click the "Add Location" button to add additional locations(s) (e.g. phone, virtual options) as needed.

*	×	s Appo	pintment	Group Session	470
Jeffrey Shokler	^	Day	Week	Schedule	
Institutional Profile			Mor	nday, March 09	
Appointment Preferences	- 1				
Email Notifications	- 1				
Help					
Logout	\mathbf{X}				
•					
f Home					
Appointments	~				

≡ Starfish				
Institutional Profile	Appointment Preference	Email Notifications		
Basics				
Please choose your defau	It settings for your office hour	rs blocks. You can change these w	vhenever you add a block of office hours.	
Minimum Appointment	length 30 minutes	~		
Scheduling deadline:	None			
	Image: State St	the day before the offic	ce hours	
	9:00 am	the day of the office ho	21us	
	I	hour(s) before the offic	ze hours	
Allow drop-ins afte	r deadline has passed			
My Locations				
Enter locations for your m	eetings with students. Meetin	gs can be in an office, online, over	r the phone, or anywhere else you like.	
Add Location				
Туре	Name 🔺	Instructio	ons	
Office	108 Ingraham Hall	Please o	check in at the front desk.	10

MY LOCATIONS

- 4. Add new or modify existing Locations this will be your drop-down list of meeting "location" choices available to you when you build or edit your availability (Office Hours). This can include:
 - Physical office locations (Office and Elsewhere)
 - Phone "locations"
 - Online "locations (video, audio, chat)

My Locations

Enter locations for your meeting	ngs with students. Meetings can be in an office, or	nline, over the phone, or anywhere else you like.
Add Location		
Туре	Name 🔺	Instructions
Office	108 Ingraham Hall	Please check in at the front desk.
Online	Microsoft Teams	You will receive an e-mail from me containing a link (URL) for our Teams meeting.
Phone	Phone Call	When scheduling, please provide the number (### #####) at which you would like me to call you.

5. Select the location **Type**

Type	► 1 = 1 = 1 = 1 = 1 = 1
Name	Please enter details describing the location.
Instructions	Please enter instructions for the location.

- 6. Enter the most obvious, student-friendly version of your location under **Name**.
 - Check in with your team to determine a consistent format for listing locations. Ask yourself – how do students think of this location? For example:
 - 333 East Campus Mall
 - 333 ECM
 - 333 East Campus Mall, 9th floor
- 7. Under **Instructions**, enter **Location Instructions** (you can add appointment preparation instructions later when creating or editing your Office Hours). Please note, the location instructions field is limited to 100 characters.
 - Example: When scheduling, please provide the number (###-#####) at which you would like me to call you.

8. Be sure to click "**Submit**" at the top or bottom of the "Appointment Preferences" page to save your updates.