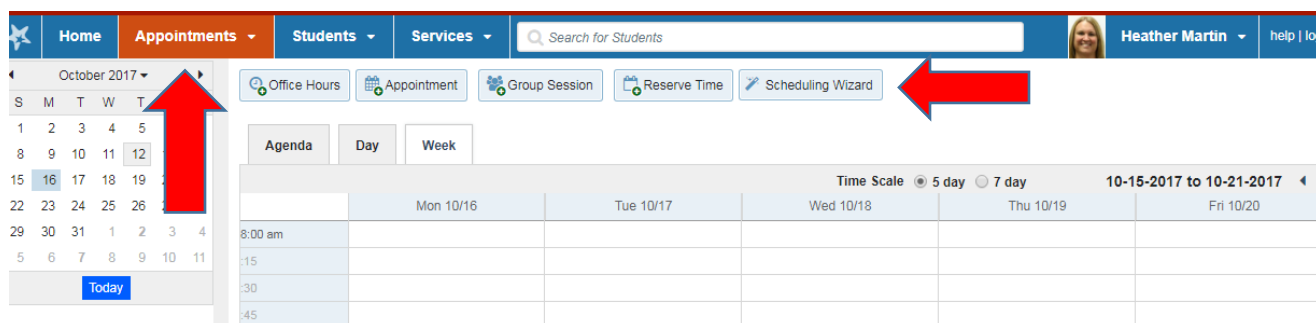


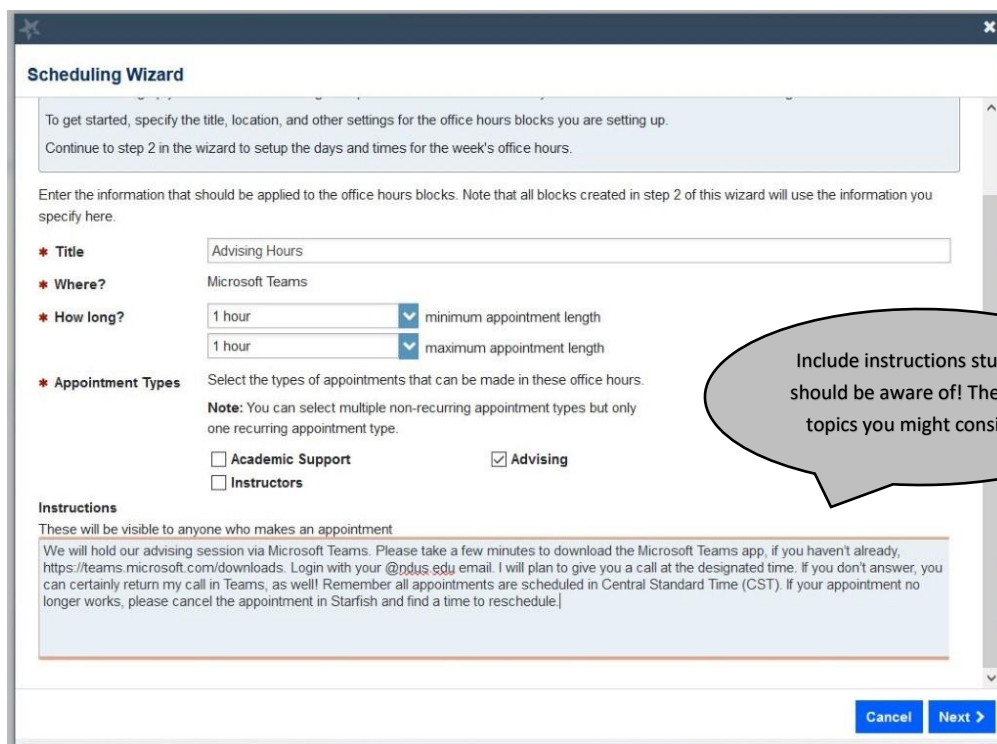
Using Starfish to Schedule Appointments for New Student Orientation

You must set up appointment times for students to schedule appointments with you. Continuing updates of your appointment availability are necessary as your schedule changes or additional appointments are needed.

You may schedule your appointment times either by using the Scheduling Wizard icon or the Office Hours icon. The Scheduling Wizard allows individualized appointment times and the Office Hours allows for repeat days and times. Click on the Appointments tab, then click on whichever icon you choose to schedule with.



Enter the Title of Advising for your appointment, noting that you are the only one who will see this – not the student. Click the online location option. Choose one hour for the length of the appointment. Add any instructions that are pertinent (see examples below). The instructions will be emailed to the student after the appointment has been made. Select the Advising Appointment Type. Click Next.



Edit Office Hours - Advising Hours

Cancel Submit

* What time? 2:30 pm to 3:30 pm

* Where? Microsoft Teams

* Office hours Type Scheduled Appointments Only
Only take scheduled appointments

* How long? 1 hour minimum appointment length
 1 hour maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
 Academic Support Advising
 Instructors

Instructions Start/End Date

These will be sent to anyone who makes an appointment.
 We will hold our advising session via Microsoft Teams. Please take a few minutes to download the Microsoft Teams app, if you haven't already, <https://teams.microsoft.com/downloads>. Login with your @ndus.edu email. I will plan to give you a call at the designated time. If you don't answer, you can certainly return my call in Teams, as well! Remember all appointments are scheduled in Central Standard Time (CST). If your appointment no longer works, please cancel the appointment in Starfish and find a time to reschedule.

* Required fields Cancel Submit

The Scheduling Wizard will take you to another page where you will enter the start and end time for all available hours, navigating dates with the arrows. Click Finish.

Scheduling Wizard

Enter the start and end time for all office hours blocks for the selected week.

October 9 - October 13, 2017

Mon 10/9		Tue 10/10		Wed 10/11		Thu 10/12		Fri 10/13	
<input type="text" value="1:00 pm"/>	<input type="text" value="2:00 pm"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="10:00 am"/>	<input type="text" value="11:00 am"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>
<input type="text" value="4:00 pm"/>	<input type="text" value="5:00 pm"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>
<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>	<input type="text" value="Start Time"/>	<input type="text" value="End Time"/>
<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block	<input type="button" value="+"/> Add Another Block

Cancel Back

A dialogue box will appear stating you have added the blocks. Click Finish and the appointments will show on your Starfish calendar.

Scheduling Wizard

You have added blocks at the following times:

- 11-01-2017 from 1:00 pm to 2:00 pm
- 11-02-2017 from 1:00 pm to 2:00 pm
- 11-07-2017 from 1:00 pm to 2:00 pm
- 11-08-2017 from 9:00 am to 10:00 am
- 11-13-2017 from 2:00 pm to 3:00 pm
- 11-16-2017 from 9:00 am to 10:00 am
- 11-20-2017 from 10:00 am to 11:00 am
- 11-21-2017 from 2:00 pm to 3:00 pm
- 11-28-2017 from 10:00 am to 11:00 am
- 12-01-2017 from 11:00 am to 12:00 pm
- 12-04-2017 from 2:00 pm to 3:00 pm
- 12-05-2017 from 1:00 pm to 2:00 pm
- 12-07-2017 from 3:00 pm to 4:00 pm

FINISH

Office Hours Appointment Group Session Event Reserve Time **Scheduling Wizard**

Agenda Day Week

Time Scale 5 day 7 day 10-29-2017 to 11-04-2017

	Mon 10/30	Tue 10/31	Wed 11/1	Thu 11/2	Fri 11/3
9:00 am					
9:15					
9:30					
9:45					
10:00 am					
10:15					
10:30					
10:45					
11:00 am					
11:15					
11:30					
11:45					
12:00 pm					
12:15					
12:30					
12:45					
1:00 pm					
1:15					
1:30					
1:45					
2:00 pm					

PTO Advising Sign Up

You will receive emails with calendar attachments asking you to accept these appointments on your Outlook calendar.

PTO Advising - Meeting

FILE

Accept Tentative

Starfish Calendar <calendar-ops-ash4@dostarfish.com>

PTO Advising

Required Martin, Heather

Please respond.

The organizer created this meeting in the following time zone: America/New_York.

When Thursday, November 16, 2017 9:00 AM-10:00 AM

Location Old Main, Room 101, 701-858-3265

Thursday, November 16

9 AM PTO Advising
Old Main, Room 101, 701-858-3265
Starfish Calendar

10

11

Hi Heather Martin,

We're reminding you that you have scheduled the following office hour block.

Title: PTO Advising

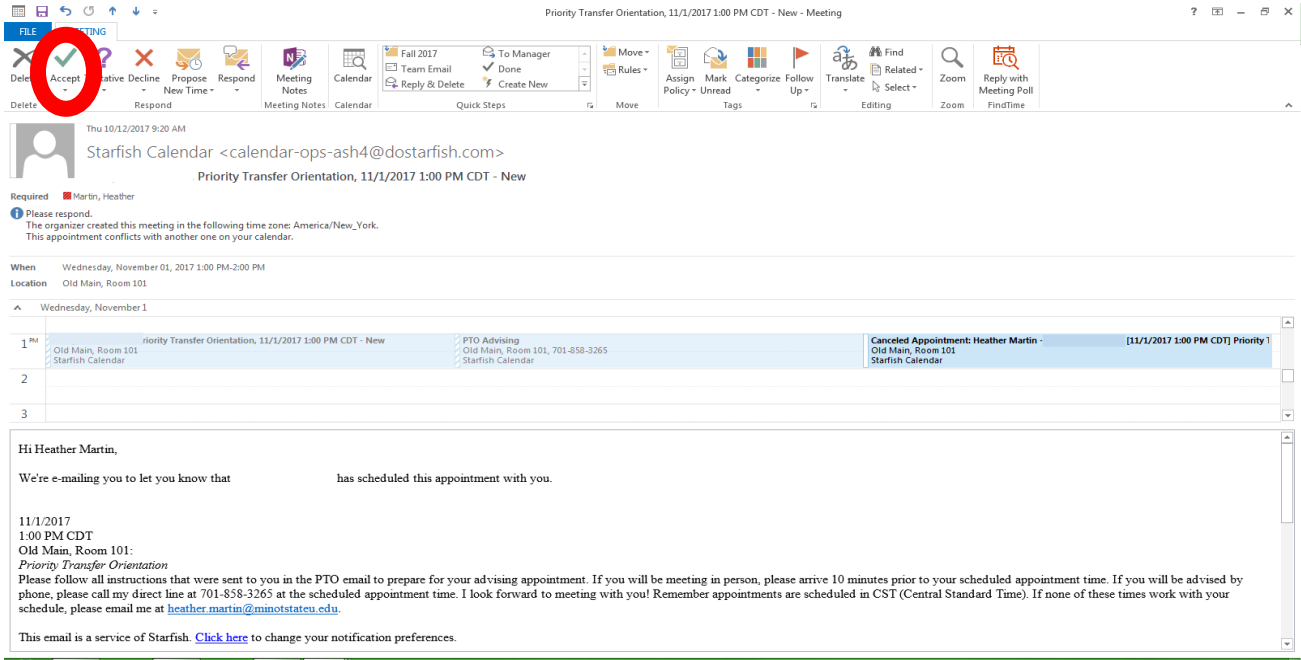
When: Thu Nov 16 9-10AM

Where: Old Main, Room 101, 701-858-3265

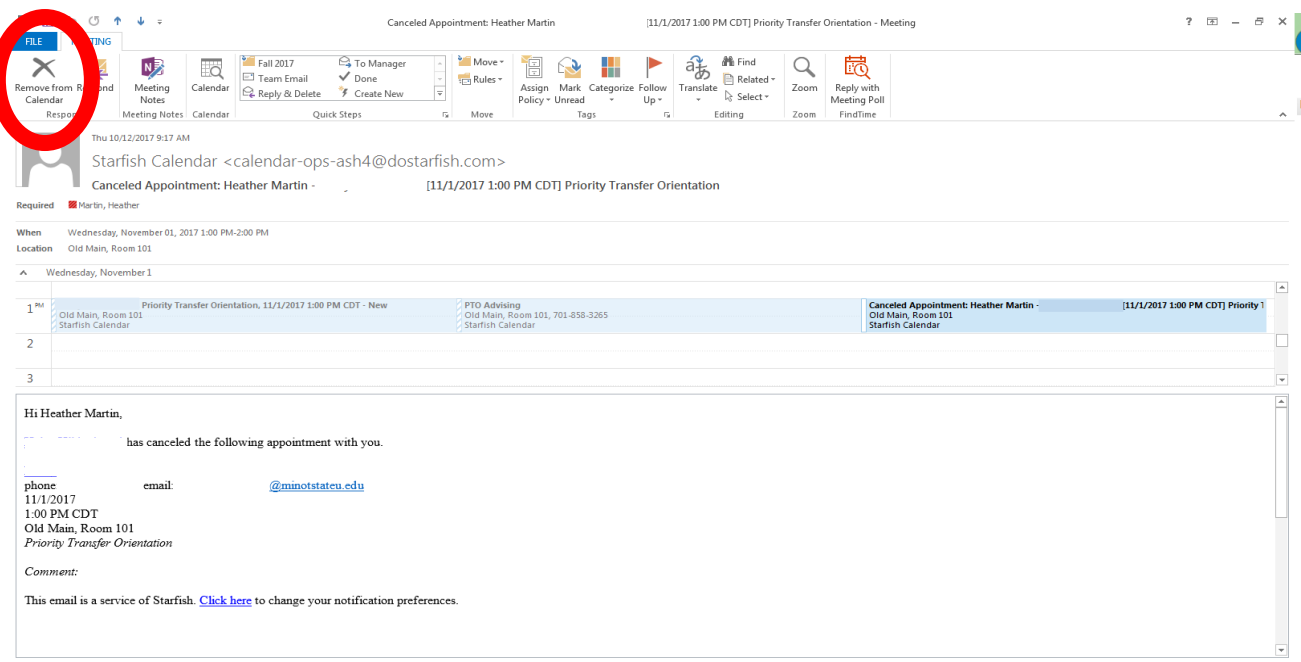
Instructions: Please follow all instructions that were sent to you in the PTO email to prepare for your advising appointment. If you will be meeting in person, please arrive 10 minutes

Accept Appointments

You will receive email notifications with calendar attachments as students make or cancel appointments. After accepting the appointment invitation, it will appear in your Outlook calendar.

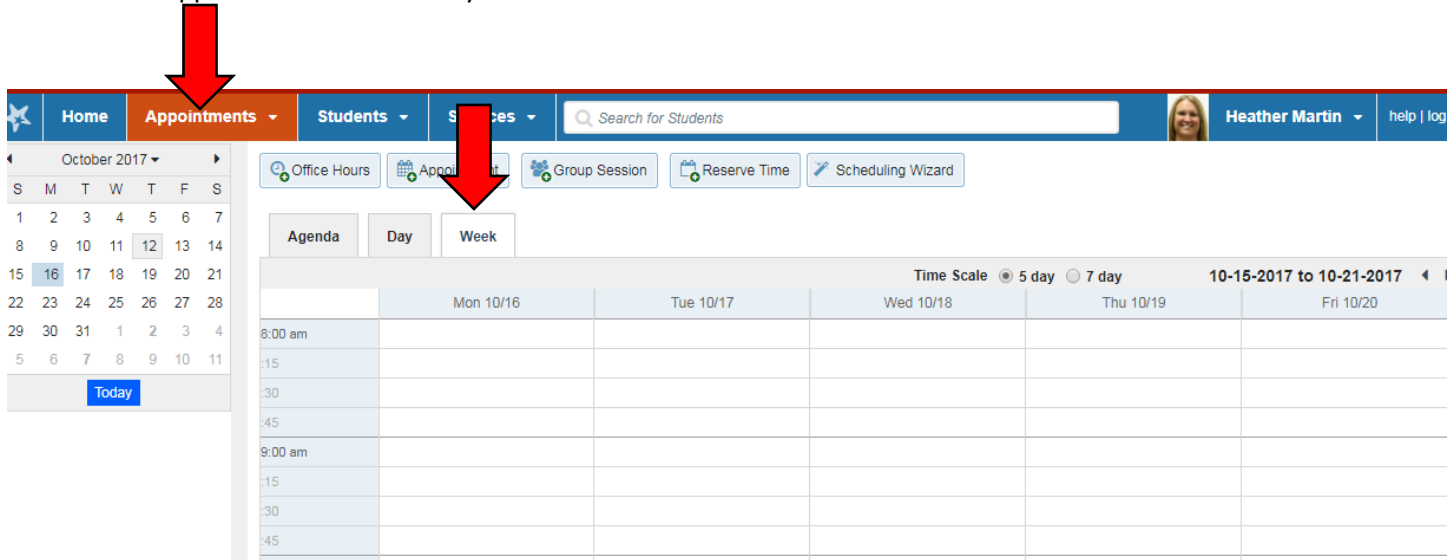


Declining an appointment in your Outlook calendar does not prompt a notification to your advisee. Instead, cancel the appointment in your Starfish calendar, which will trigger a communication to the student and an email to you. Click Remove from Calendar to delete the appointment from your Outlook calendar.



Edit or cancel Available/Scheduled Appointment Times

First click on Appointments followed by the Week tab.



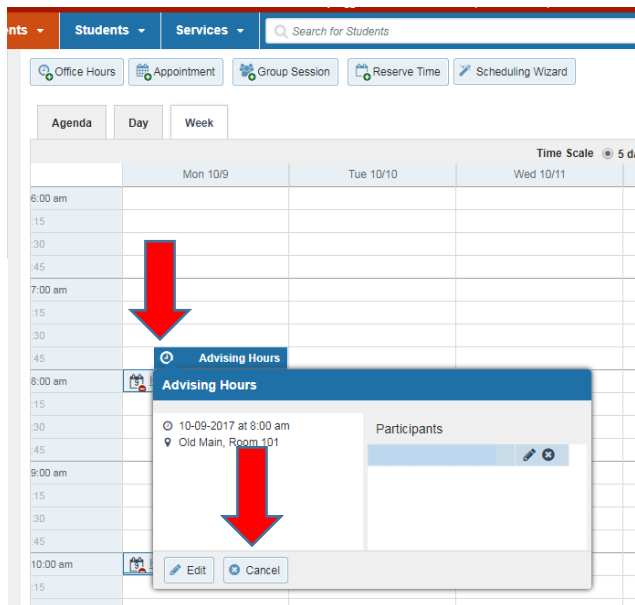
Then hover over the icon by the name of your appointment and a box will appear.

Edit Appointment Times

- Click the Edit icon if you wish to edit the starting or ending times of your appointment block.
- In your Outlook calendar when meetings are added, they will appear in Starfish and student appointment times are no longer available.

Cancel Appointment Times

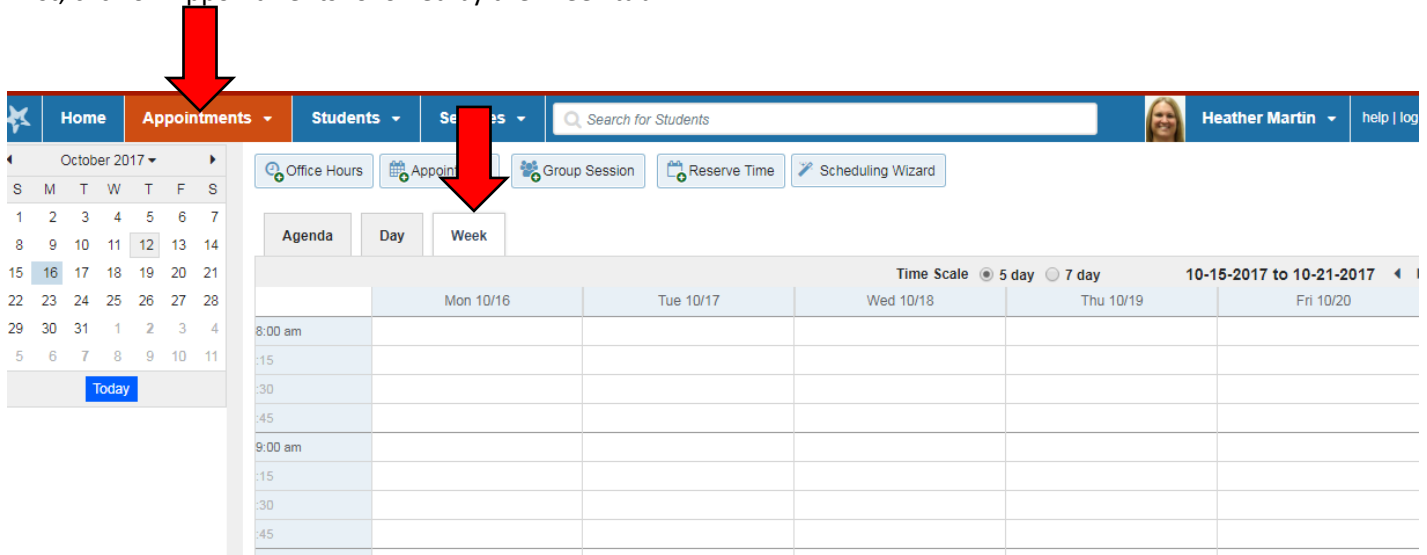
- Click the Cancel icon if you wish to remove the block of advising hours from your Starfish calendar, which will prompt an email to remove these hours from your Outlook calendar. A message will be sent to any students who have scheduled appointments. You will also have an option to send a personalized message to these students.
- Click the Cancel icon



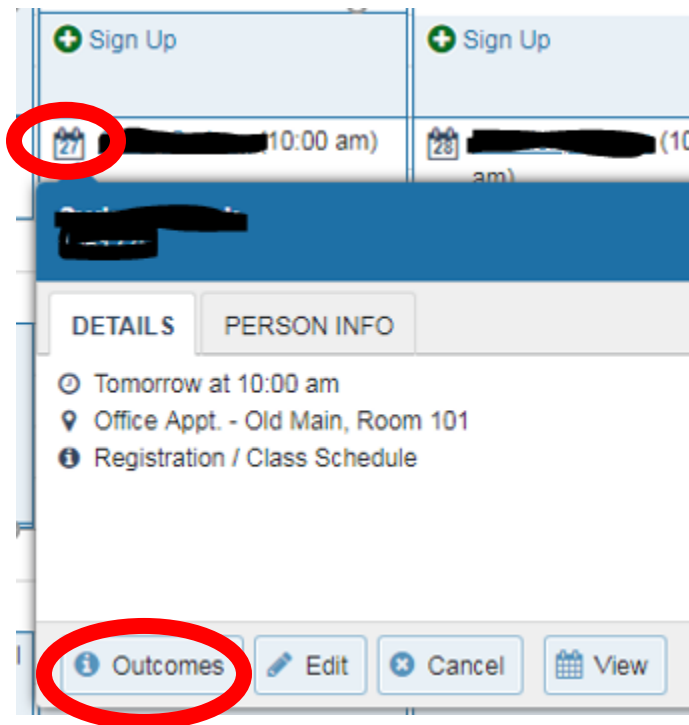
Document Appointments

Starfish allows you to record attendance and input comments following an appointment.

First, click on Appointments followed by the Week tab.



Then hover over the calendar icon by the name of your appointment and a box will pop up. Click on Outcomes.



A. If a student does not attend a meeting, you may prompt the system to email the student.

Click the Outcomes tab and complete the following:

-Check the “Student missed the appointment” box. Click Submit. The student will receive an email to reschedule.

If additional comments are necessary, complete the following:

-Click “Send a copy of note to student” and enter comments in the box below. The student will receive an additional email with the comments.

B. After a student attends a meeting, click the Outcomes tab. You may enter the start and end times of the appointment and/or use the Comments box. If you would like the student to have a copy of the comments, click “Send a copy of note to student” and the student will receive an email with the comments.

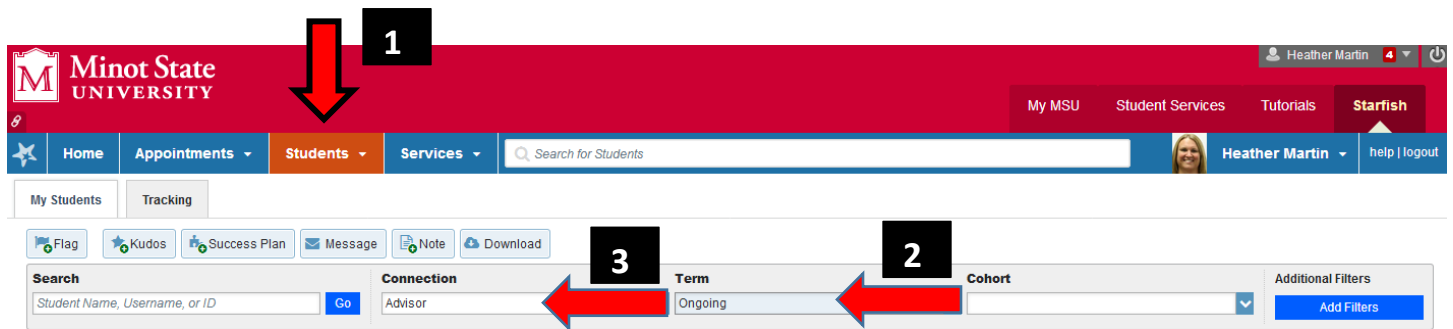
The screenshot shows a web interface titled "Edit Appointment" with a "Cancel" button and a blue "Submit" button. Below the title are three tabs: "Scheduling", "Outcomes", and "SpeedNotes". The "Outcomes" tab is selected. The form contains the following fields and options:

- Time:** A time selection field set to "8:00 am" and a text field for "Actual End Time".
- Attendance:** A checkbox labeled "Student missed appointment" which is checked.
- Email:** A checkbox labeled "Send a copy of note to student" which is unchecked.
- Comments:** A text area for entering notes. Below it is a small text block: "Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes."
- Student View:** A lock icon followed by the text: "This appointment and the notes associated with it are disclosable to the student under FERPA."
- Permissions:** A lock icon followed by the text: "People with the following roles may be able to see this appointment if they have a relationship with the student(s):" and a bullet point for "Academic Leadership".

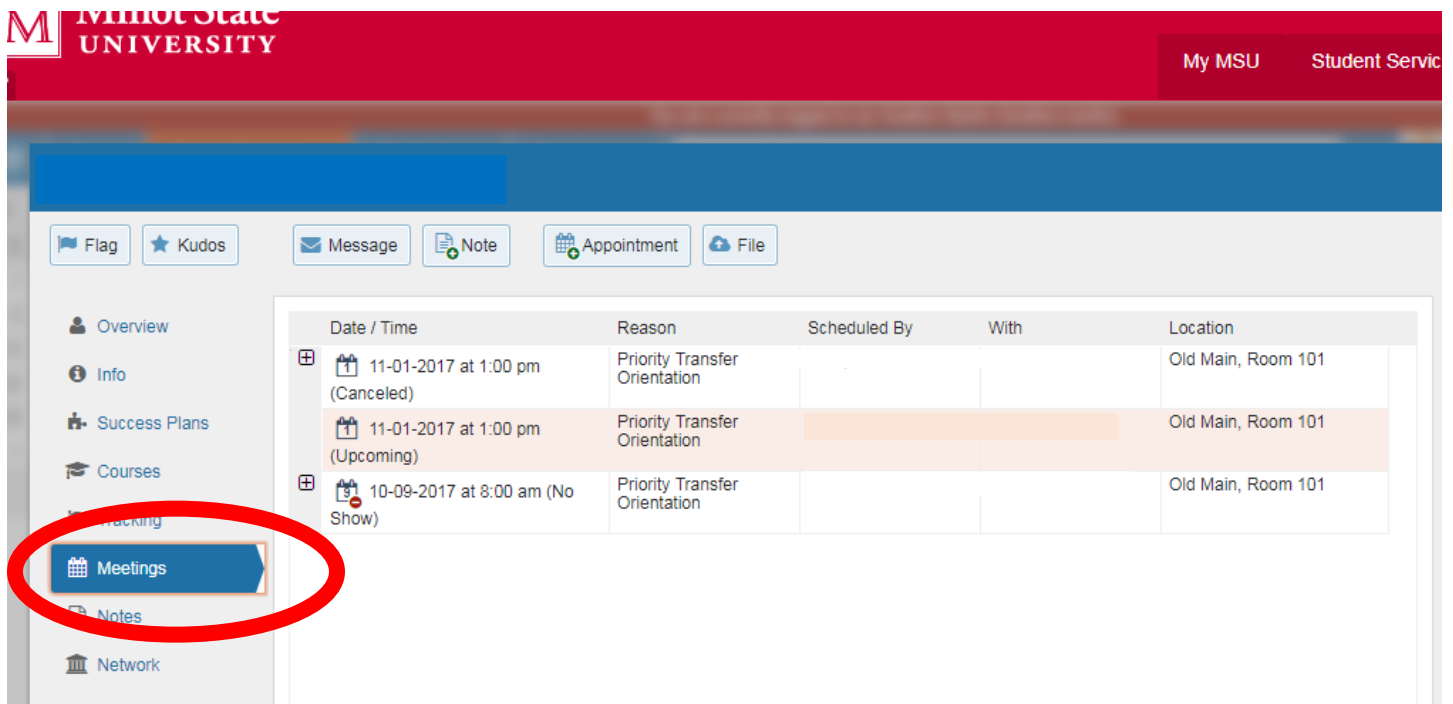
At the bottom of the form, there is a red asterisk icon and the text "Required fields", along with another "Cancel" button and a blue "Submit" button.

View Meeting Details

Meeting details can be viewed by accessing the student file for each of your advisees. Click on the Students tab and change the Term to Ongoing (must be done first), then check to make sure you have the correct Connection.



Click on the student's name and the student file will appear. Select Meetings to view appointment history and upcoming appointments. Click on the + icon to view your comments from previous meetings.



Questions about using the Starfish scheduling system should be directed to the MSU Starfish Coordinator, Tammy Wolf, at 701-858-3360 or tammy.wolf@minotstateu.edu.