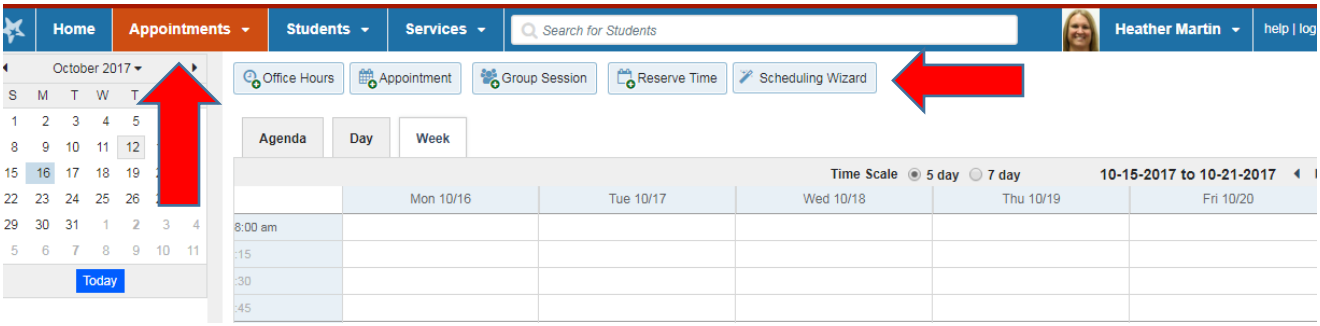
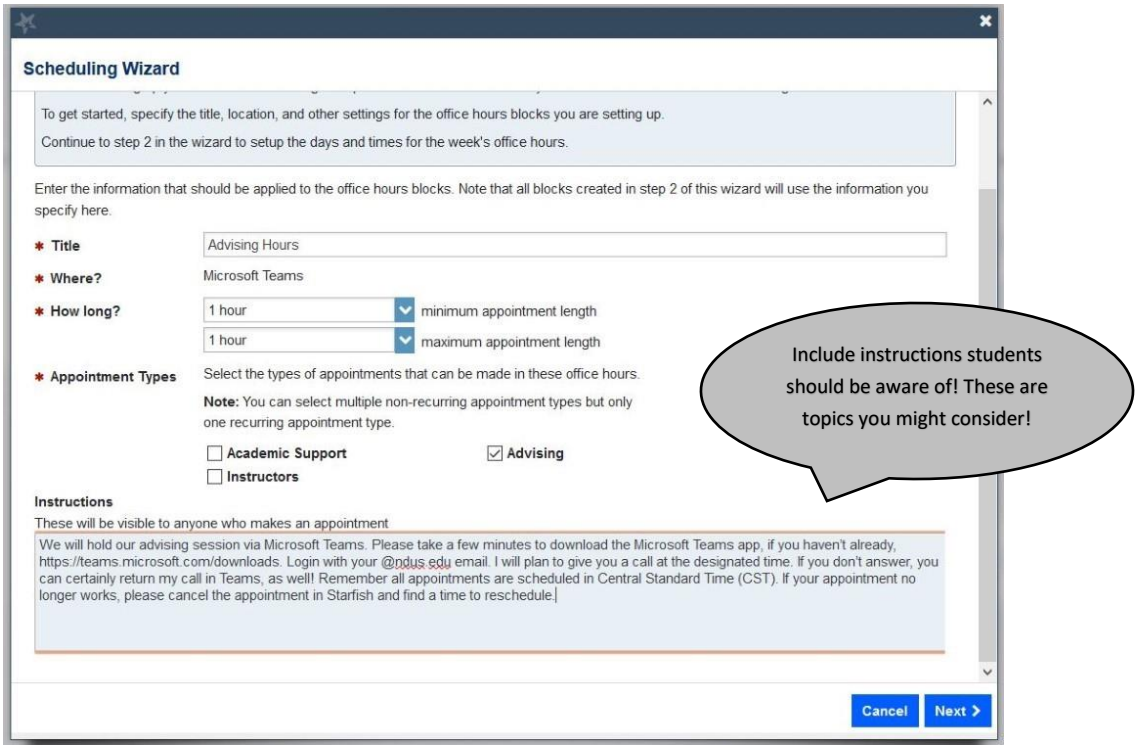
Using Starfish to Schedule Appointments for New Student Registration

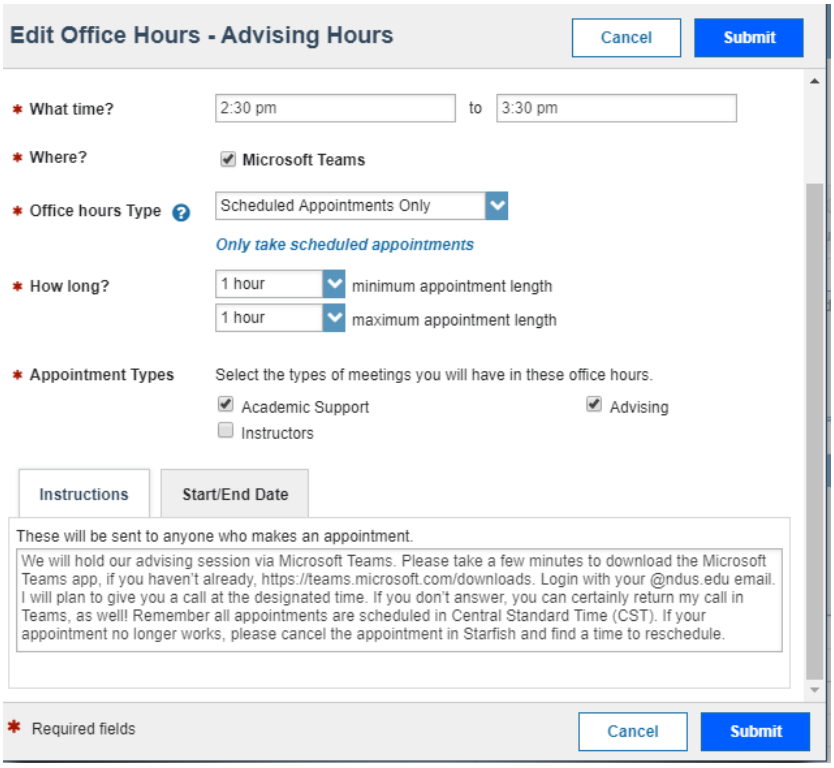
You must set up appointment times for students to schedule appointments with you. Continuing updates of your appointment availability are necessary as your schedule changes or additional appointments are needed.

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.

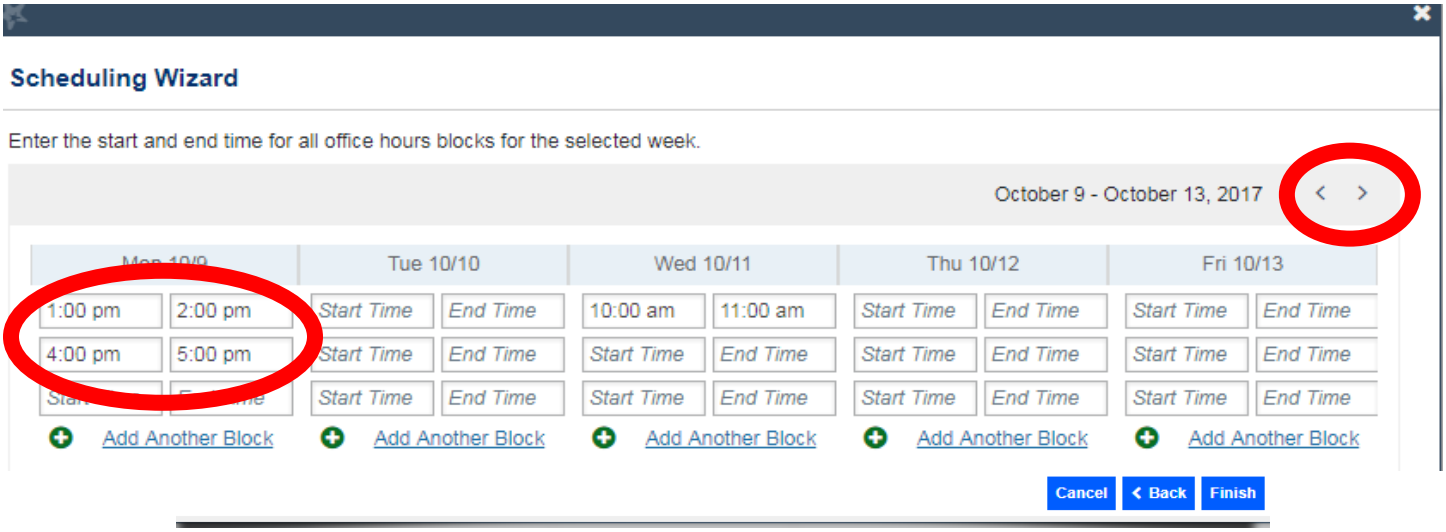


Enter the Title of Advising for your appointment, noting that you are the only one who will see this – not the student. Click the online location option. Choose one hour for the length of the appointment. Add any instructions that are pertinent (see examples below). The instructions will be emailed to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

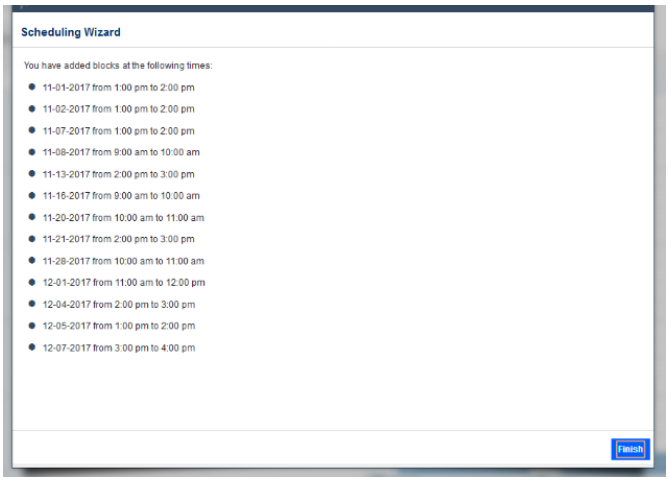


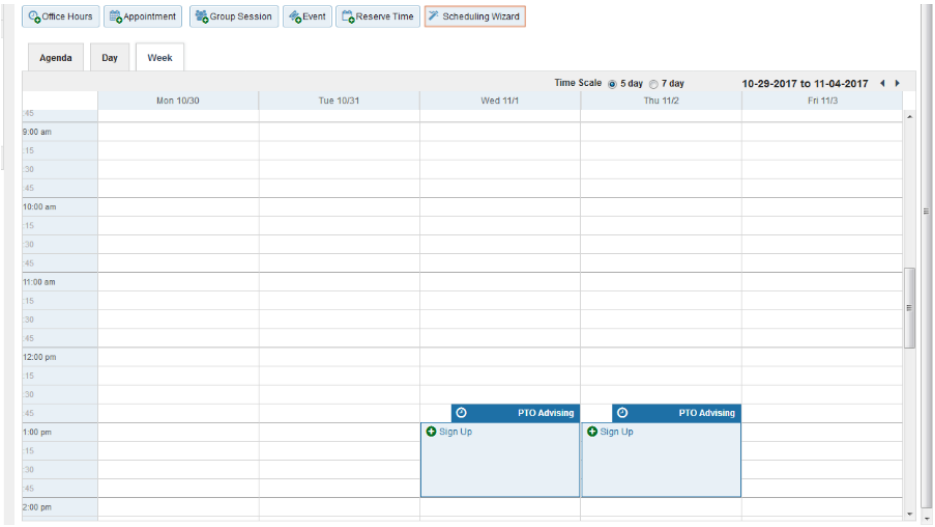


The Scheduling Wizard will take you to another page where you will enter the start and end time for all available hours, navigating dates with the arrows. Click Finish.

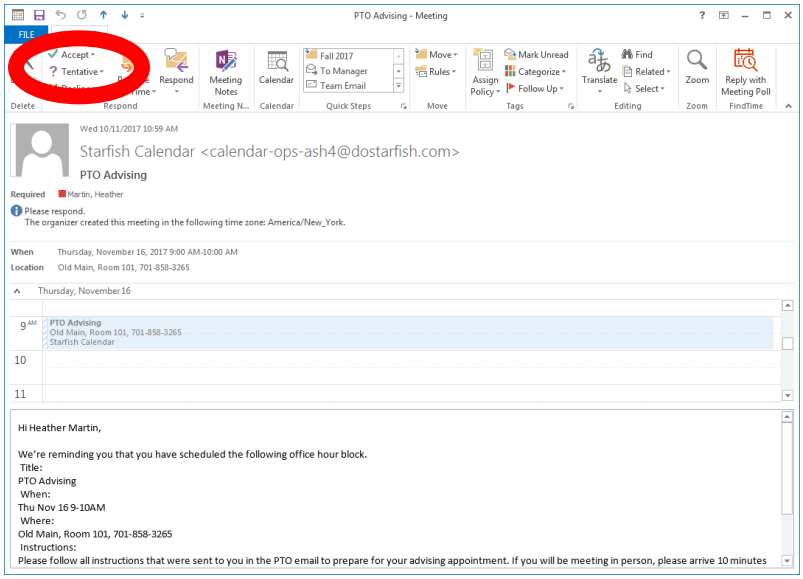


A dialogue box will appear stating you have added the blocks. Click Finish and the appointments will show on your Starfish calendar.



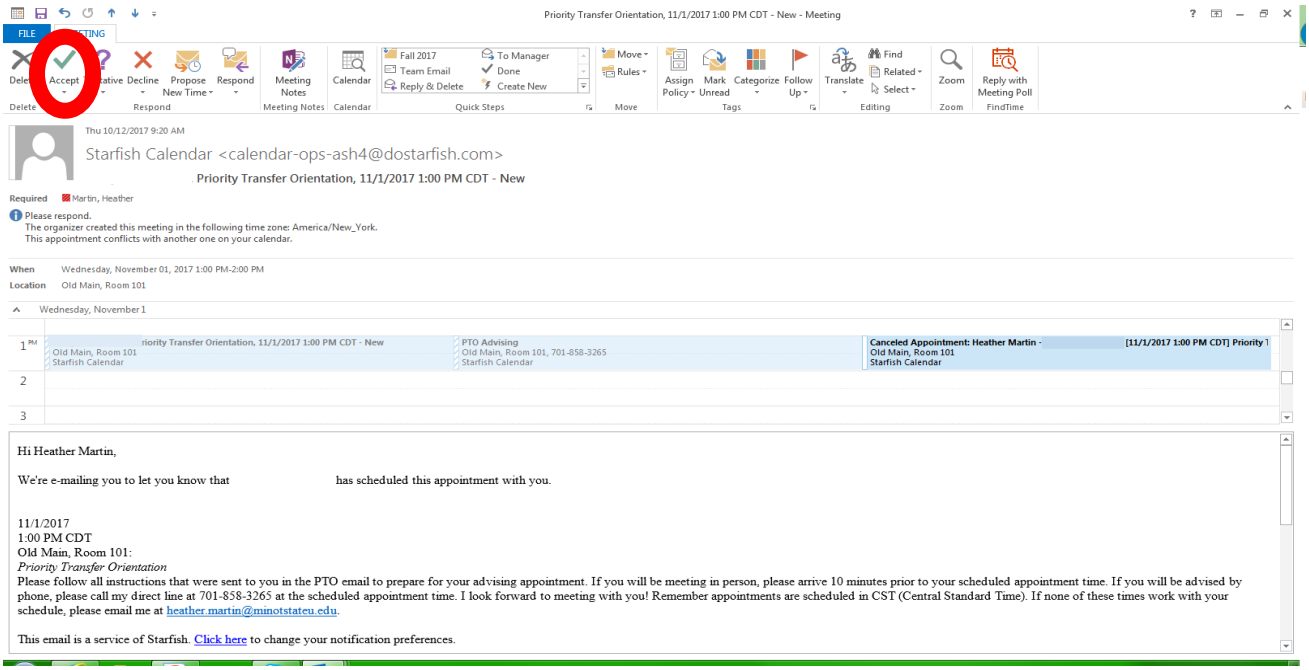


You will receive emails with calendar attachments asking you to accept these appointments on your Outlook calendar. If you accept the appointment blocks, your calendar will show as busy. If you do not accept the appointment blocks, and just delete the email notifications, your calendar will not show as busy, and when you accept the actual appointments that are scheduled, only the actual appointments will show as busy.

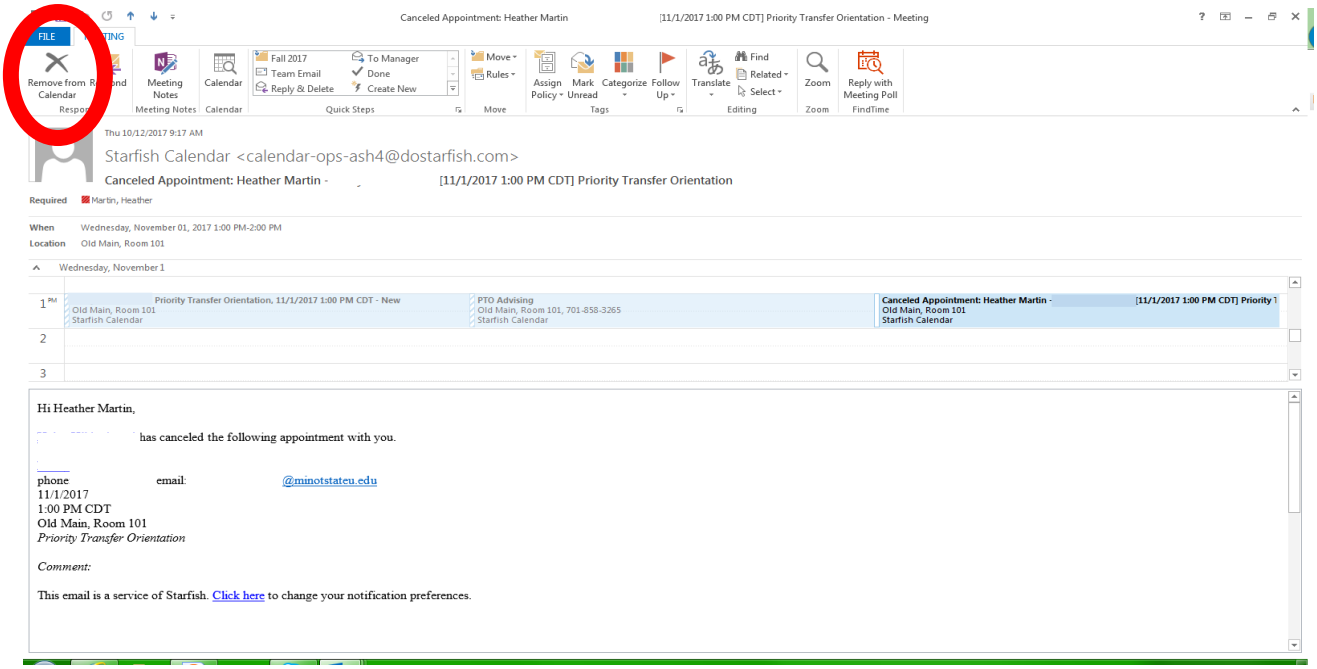


Accept Appointments

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.

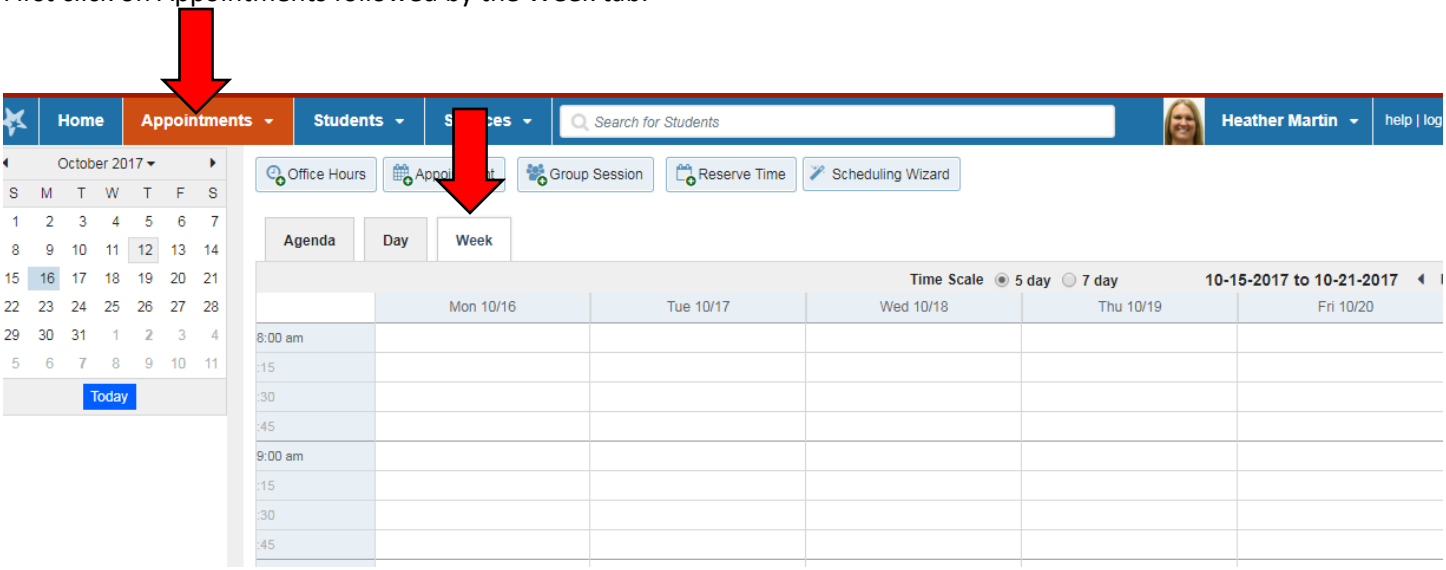


Declining an appointment in your Outlook calendar does not prompt a notification to your advisee. Instead, cancel the appointment in your Starfish calendar, which will trigger a communication to the student and an email to you. Click Remove from Calendar to delete the appointment from your Outlook calendar.



Edit or cancel Available/Scheduled Appointment Times

First click on Appointments followed by the Week tab.



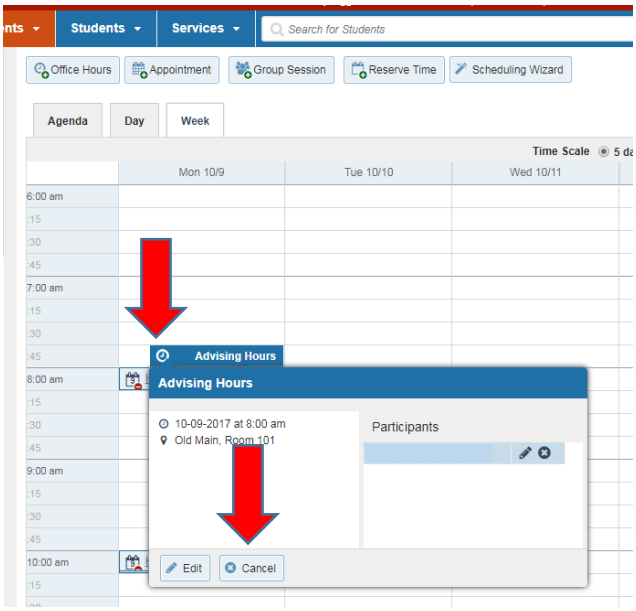
Then hover over the icon by the name of your appointment and a box will appear.

Edit Appointment Times

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

Cancel Appointment Times

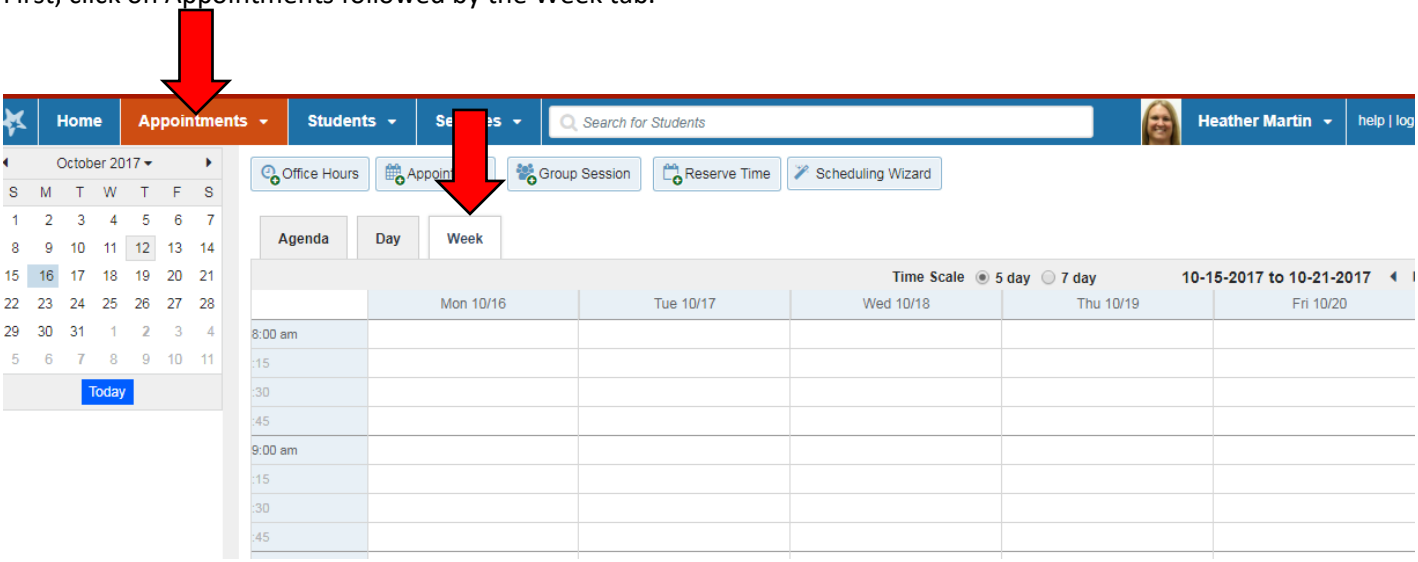
A. Click the Cancel icon if you wish to remove the block of advising hours from your Starfish calendar, which will prompt an email to remove these hours from your Outlook calendar. A message will be sent to any students who have scheduled appointments. You will also have an option to send a personalized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



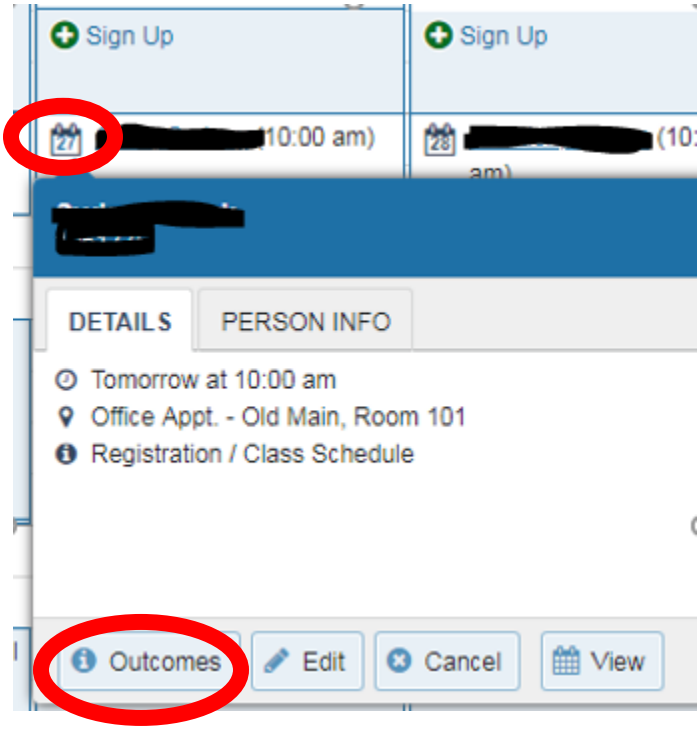
Document Appointments

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.

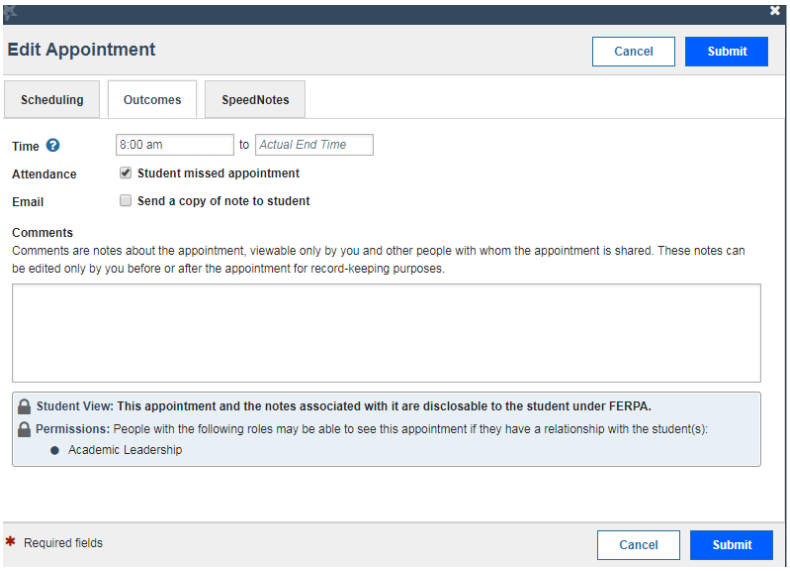
Click the Outcomes tab and complete the following:

-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:

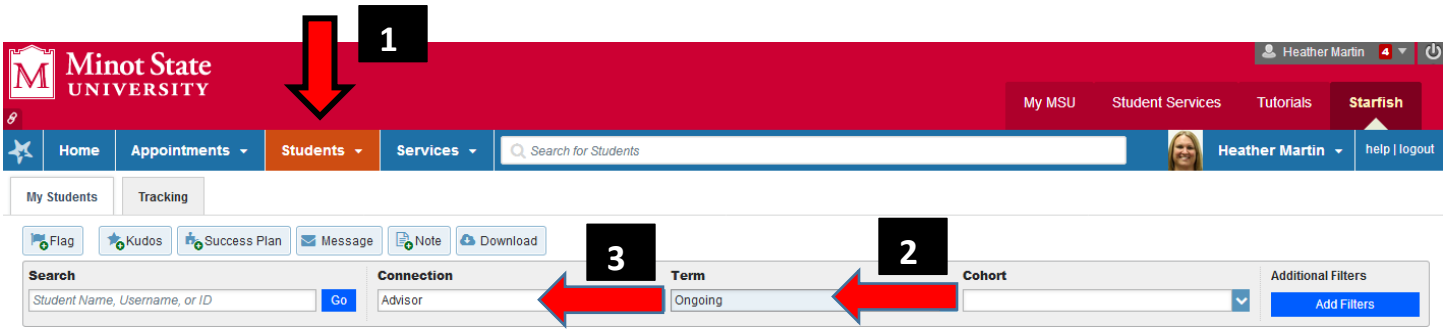
-Click "Send a copy of note to student" and enter comments in the box below. The student will receive an additional email with the comments.

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.

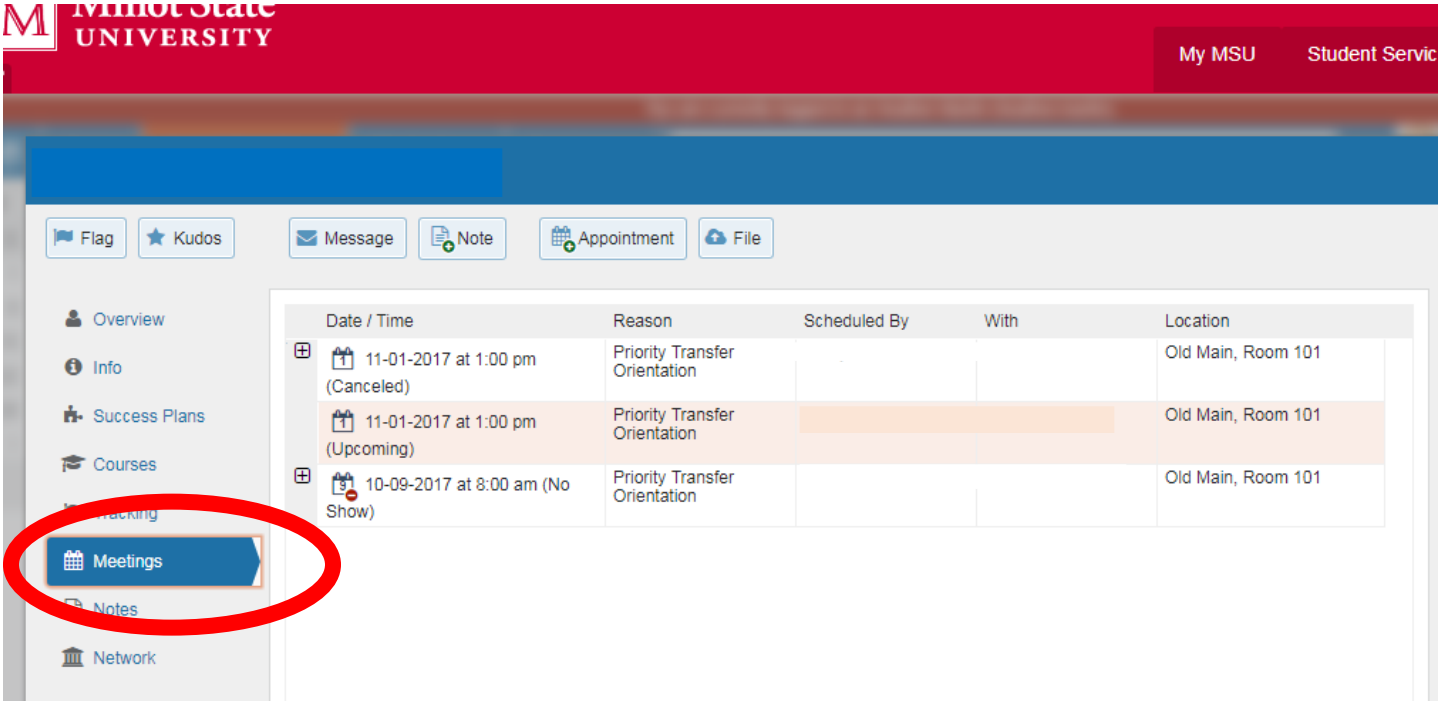


View Meeting Details

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.