

Using Starfish to Schedule Appointments

The online appointment scheduling feature in Starfish is a great tool for faculty, staff and students. Faculty and staff designate the times they are available for appointments and then notify their students via email with instructions on scheduling appointments. Students then log into their Starfish accounts to schedule their advising appointments. This document provides faculty and staff with the information they need to view their Outlook calendar in Starfish, the process to set up appointments in Starfish, the instructions to send to students, and additional information to make this process easy to understand and use.

Table of Contents

Share Outlook Calendar with Starfish	2
<i>Student View of Appointment Selection.....</i>	<i>3</i>
Set Up Appointments	4
<i>Set Appointment Preferences.....</i>	<i>4</i>
<i>Select Available Appointment Times.....</i>	<i>5</i>
Starfish Appointment Direct Link for Students	8
Accept Appointments	9
Edit or Cancel Available/Scheduled Appointment Times	10
Document Appointments.....	11
View Meeting Details	13

Revised 10/2/25

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.

Share Outlook Calendar with Starfish (complete this once)

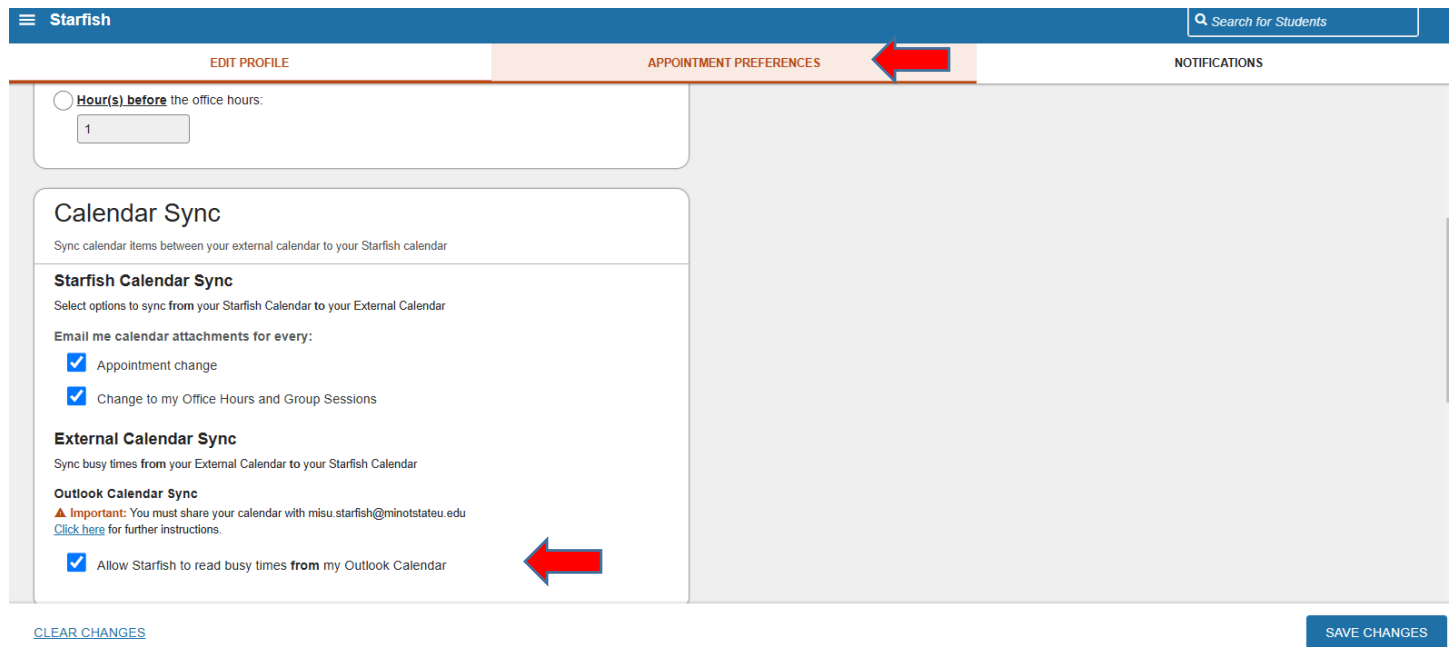
Starfish will communicate with your Outlook calendar allowing you to view your Outlook appointments on your Starfish calendar. Access to your calendar in Starfish makes it easier when setting up your available appointment times and lessens the chance for double booking appointments.

Allow Starfish to read busy times from Outlook Calendar

Click on the three lines (hamburger menu) beside Starfish and click on your name.



Choose the Appointment Preferences tab. Under the Calendar Sync tab, check the box – Allow Starfish to read busy times from my Outlook Calendar. Click SAVE CHANGES when finished.



Starfish

Search for Students

EDIT PROFILE

APPOINTMENT PREFERENCES

NOTIFICATIONS

Hour(s) before the office hours:
1

Calendar Sync
Sync calendar items between your external calendar to your Starfish calendar

Starfish Calendar Sync
Select options to sync from your Starfish Calendar to your External Calendar

Email me calendar attachments for every:

- ☒ Appointment change
- ☒ Change to my Office Hours and Group Sessions

External Calendar Sync
Sync busy times from your External Calendar to your Starfish Calendar

Outlook Calendar Sync
▲ Important: You must share your calendar with misu.starfish@minotstateu.edu
[Click here](#) for further instructions.

☒ Allow Starfish to read busy times from my Outlook Calendar

[CLEAR CHANGES](#)

SAVE CHANGES

Student View of Appointment Options

Students will not see your calendar when making appointments. They will only be offered available times.

☰ Schedule Appointment



Gary Ross

Instructor

What day and time works for you?

08-06-2018



08-10-2018

← **August 2018** →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11

Tuesday, August 07

8 available

☐ 9:00 am - 9:15 am
Multiple appointment locations

15m

☐ 9:15 am - 9:30 am
Multiple appointment locations

15m

Friday, August 10

8 available

☐ 7:00 am - 7:15 am
Multiple appointment locations

15m

☐ 7:15 am - 7:30 am
Multiple appointment locations

15m

SHOW MORE TIMES

[BACK](#)

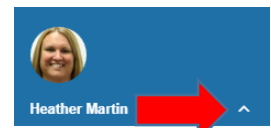
CONTINUE

Set Up Appointments

Set Appointment Preferences

The following steps are not necessary every time you create new appointment times, if your preferences and locations remain the same.

Start by clicking on the three lines by the word Starfish.



1. Click the drop-down menu by your name and choose Appointment Preferences.
2. Choose the Minimum Appointment length. The minimum appointment length defaults to 15 minutes. Please change to one hour.
3. The scheduling deadline requires students to make an appointment in advance with the number of hours designated by the advisor. Determine your preference for the scheduling deadline and choose the appropriate radio button. The scheduling deadline defaults to none.
4. Add your locations by clicking the green plus sign in front of Add Location.
Type: Online; Name: Microsoft Teams

Please note: students do not see the location instructions when choosing their location – they only see what is entered in the “Name”. It is best to add instructions when actually setting times for your appointments instead of adding them here (students will not see this information when choosing the location).

5. Scroll up or down to click **Submit** to save your changes to the appointment preferences.

Select Available Appointment Times

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.

The screenshot shows the 'Appointments' tab in a software interface. At the top, there are navigation tabs: Home, Appointments (selected), Students, and Services. Below these are icons for 'Office Hours', 'Appointment', 'Group Session', 'Reserve Time', and 'Scheduling Wizard'. A red arrow points to the 'Office Hours' icon, and another red arrow points to the 'Scheduling Wizard' icon. Below the icons is a calendar for October 2017, with a red arrow pointing to the date 12. To the right of the calendar is a table for scheduling appointments. The table has columns for 'Mon 10/16', 'Tue 10/17', 'Wed 10/18', 'Thu 10/19', and 'Fri 10/20'. The rows represent time slots: '8:00 am', ':15', ':30', and ':45'. The 'Time Scale' is set to '5 day'.

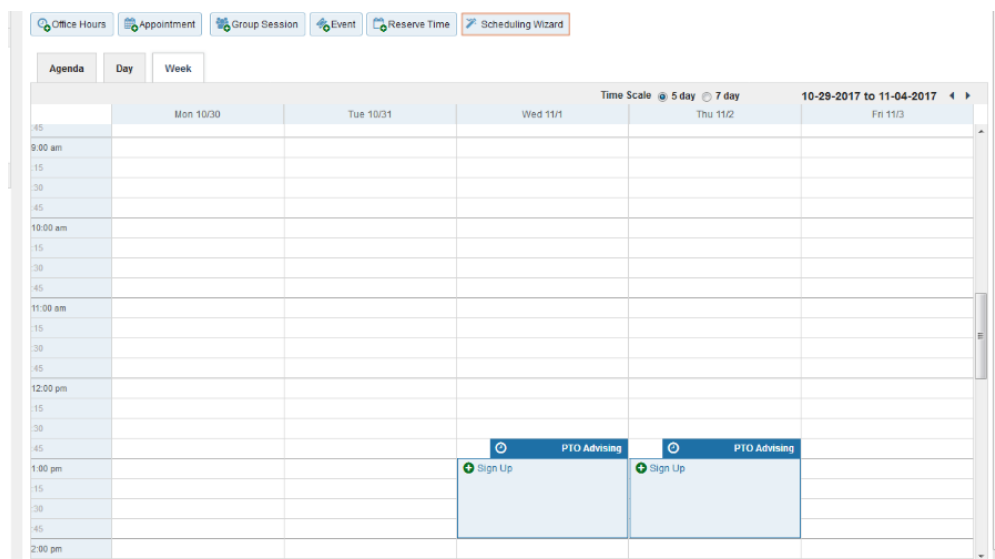
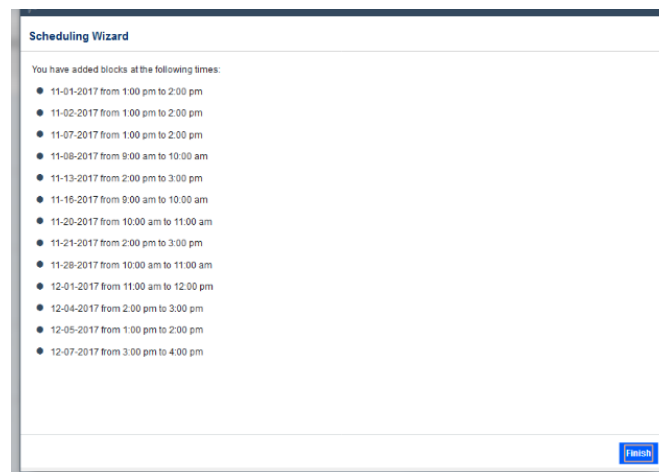
Enter the Title for your appointment, noting that you are the only one who will see this – not the student. Click the boxes to allow where your appointments will take place. You may make all options available or be selective. Indicate the minimum and maximum appointment length. Add any instructions that are pertinent (see examples below). The instructions will not appear when the student is making the appointment but will be emailed to the student after the appointment has been made. Select the Appointment Type(s) you want – your relationship with the student dictates who can make appointments for each type (i.e. you may wish to have specific times for advisees and other times for your classes). If using this feature for appointments with students in your class, select Instructors. Click Next.

The screenshot shows the 'Scheduling Wizard' form. It has a title 'Scheduling Wizard' and a description: 'The Scheduling Wizard makes it easy for advisors and instructors to schedule multiple office hours blocks for multiple days in a single week. This is useful for setting up your calendar for advising rush periods and other times when you book several blocks of time for seeing students. To get started, specify the title, location, and other settings for the office hours blocks you are setting up. Continue to step 2 in the wizard to setup the days and times for the week's office hours.' Below this is a form with fields for 'Title' (Advising), 'Where?' (Office Appt. - Old Main, Room 101; Phone Appt. - 701-858-3265), 'How long?' (30 minutes; 1 hour), 'Appointment Types' (Advising; Instructors), and 'Instructions' (What to bring; Be prepared; Bring any questions/concerns; Arrive early; Phone appointments - who will initiate the call; Phone appointments scheduled in CST (Central Standard Time)). A speech bubble points to the 'Instructions' field with the text: 'Include instructions students should be aware of! These are topics you might consider!'. At the bottom are 'Cancel' and 'Next >' buttons.

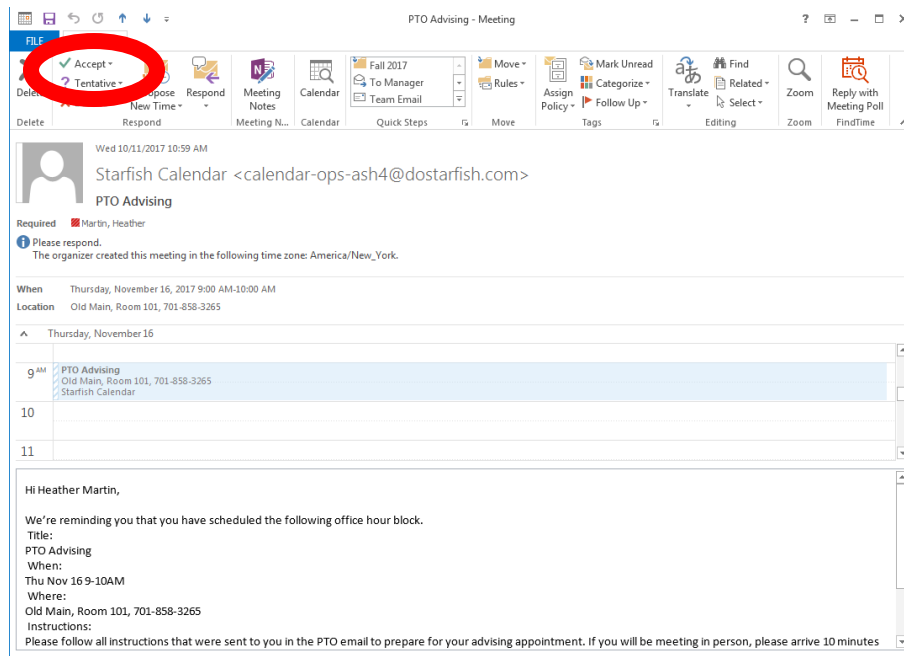
The screenshot shows the 'Add Office Hours' form. It has a title 'Add Office Hours' and a description: 'Take either scheduled appointments or walk-ins'. Below this is a form with fields for 'Calendar' (My Calendar), 'Title' (Office Hours), 'What day(s)?' (Weekly; Repeats every 1 week(s); Repeat on: Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'What time?' (Enter Start Time to Enter End Time), 'Where?' (WebEx; Smith Hall, Office 201), 'Office hours Type' (Scheduled And Walk-ins), 'How long?' (30 minutes; 60 minutes; 90 minutes), 'Appointment Types' (Academic Advising; Career Center; Express Counseling; Teaching; Tutoring; Weekly Teaching Check-in), and 'Instructions' (These will be sent to anyone who makes an appointment). A speech bubble points to the 'Instructions' field with the text: 'Include instructions students should be aware of! These are topics you might consider!'. At the bottom are 'Never Mind' and 'Submit' buttons.

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.



Starfish Appointment Direct Link For Students

After creating appointments in Starfish, you will need to inform students on how to make appointments with you by emailing the direct link to your students. To access your direct link:

- Click on the three bars beside Starfish
- Click on your name and choose Institutional Profile
- Scroll down until you see “Share Links” – find the paragraph that says Link to schedule an appointment with me and click on “Copy link to clipboard”

Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appointment with you. If you are having trouble copying a link, try using another web browser.

Link to schedule an appointment with me

<https://minot.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1159396/schedule> [Copy link to clipboard](#)

☐ Make link available in the Services tab on my profile for other staff to copy.

Link to view my profile

<https://minot.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1159396> [Copy link to clipboard](#)

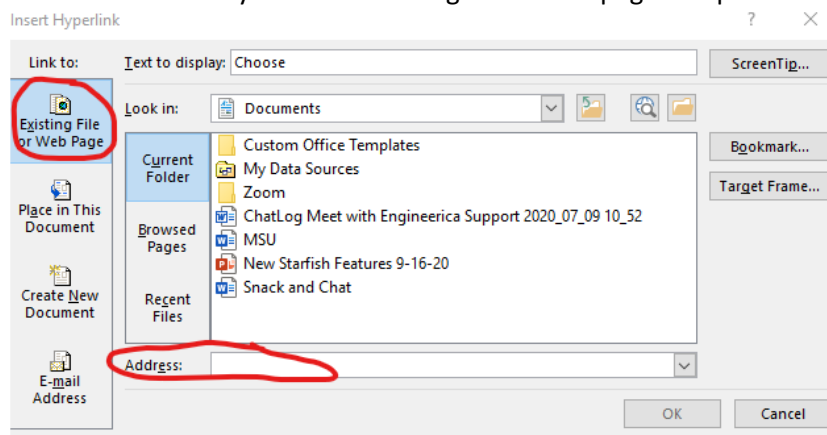
☐ Make link available in the Services tab on my profile for other staff to copy.

To verify that you captured the link, open a Microsoft Word document and paste the link into the document. If the correct link does not copy by clicking “Copy link to clipboard”, you can always go back and copy the long link before the command.

You may share this direct link with students by inserting it in the text of an email or in your email signature line. Since the link is quite long, you are encouraged to shorten the link. Some suggestions are to use a URL link shortener such as Bitly (bitly.com) or to embed the link in wording.

To embed the link:

- Type whatever wording you would like to use (such as Click here) in a Microsoft Word document
- Highlight the wording, right click and choose link
- Make sure you link to existing file or web page and paste the direct link (copied earlier) into the address bar

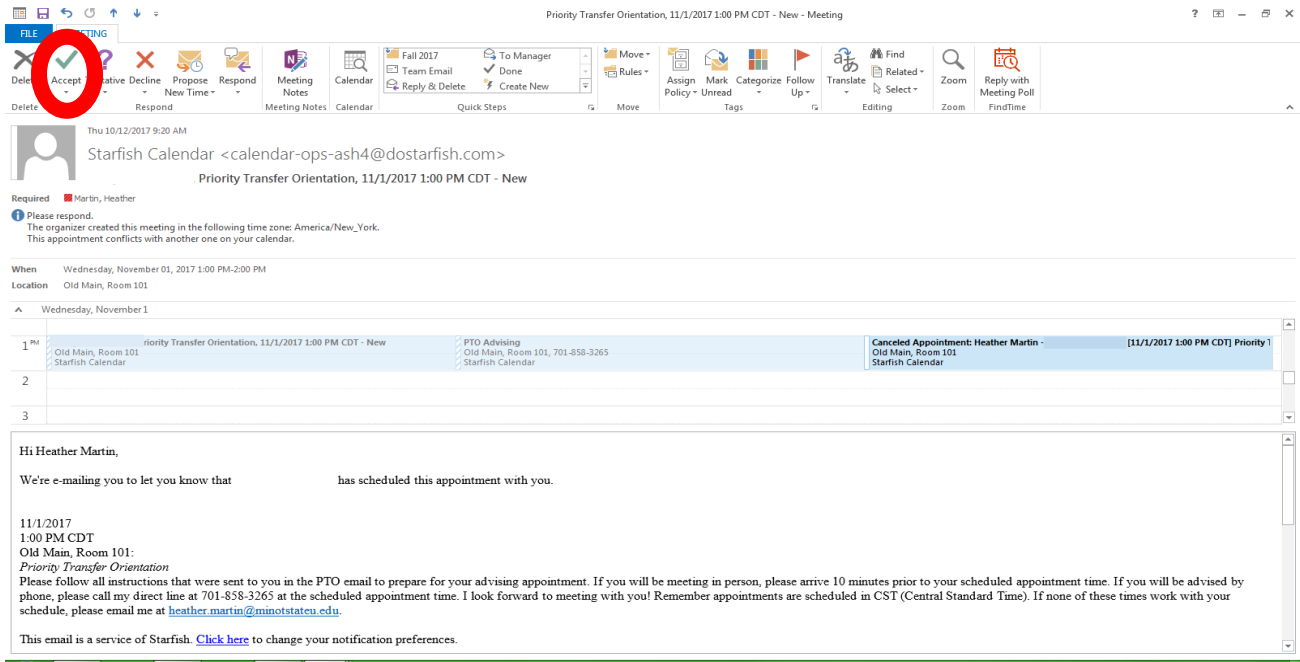


Students may schedule an appointment with me via  by [clicking here.](#)

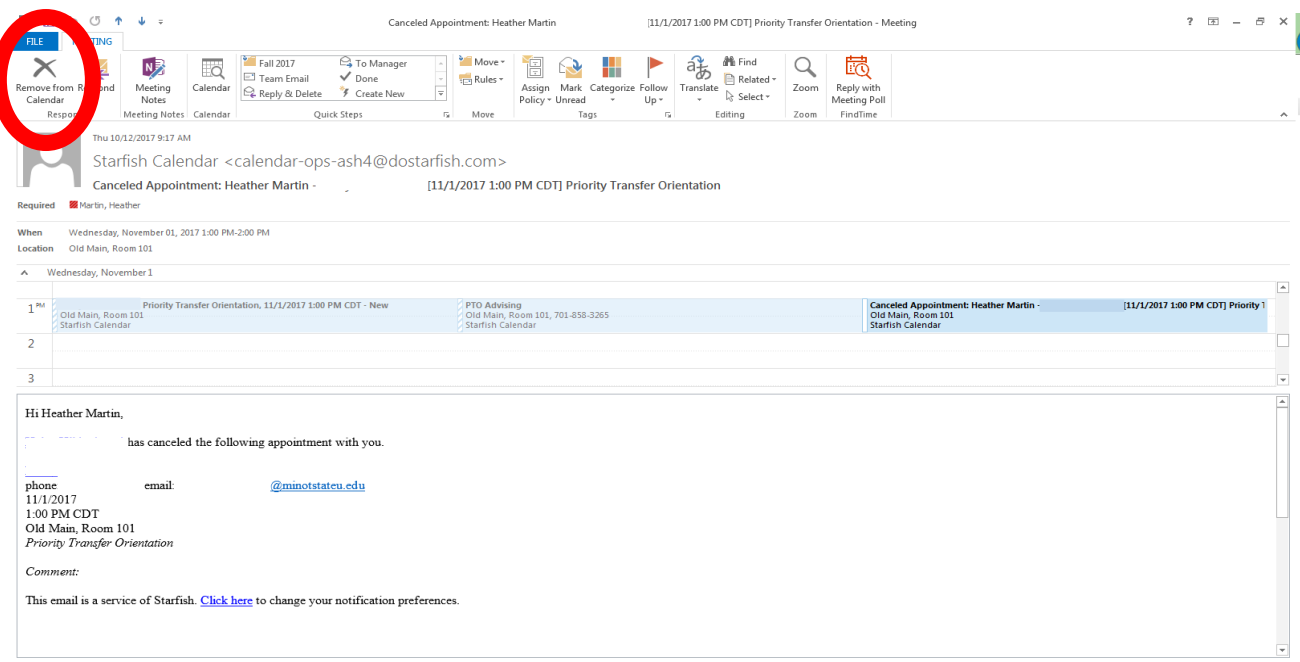
It is important to have one of your students test the link before publicizing it.

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.

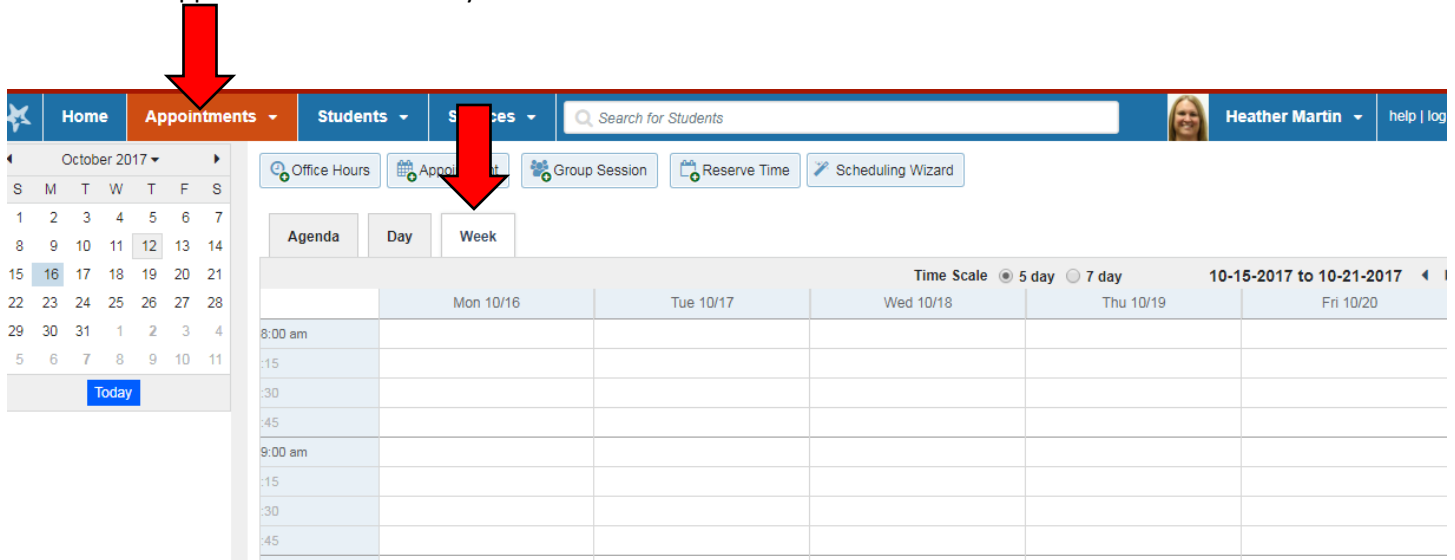


Declining an appointment in your Outlook calendar does not prompt a notification to your advisee. Instead, cancel the appointment in your Starfish calendar, which will trigger a communication to the student and an email to you. Click Remove from Calendar to delete the appointment from your Outlook calendar.



Edit or cancel Available/Scheduled Appointment Times

First click on Appointments followed by the Week tab.



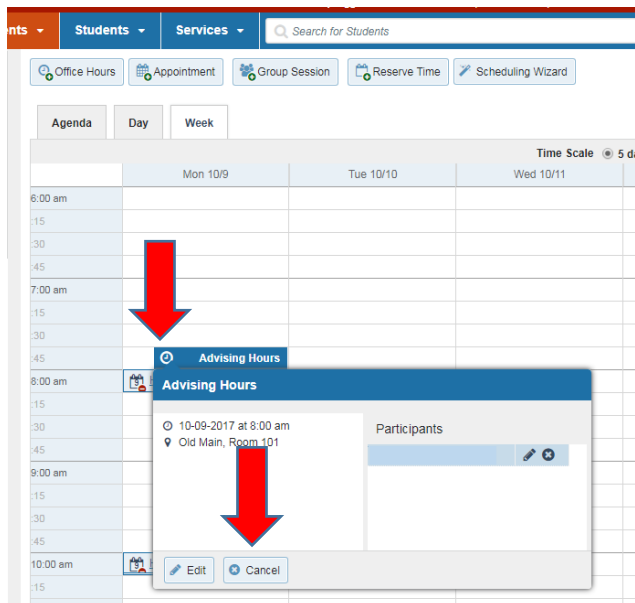
Then hover over the icon by the name of your appointment and a box will appear.

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

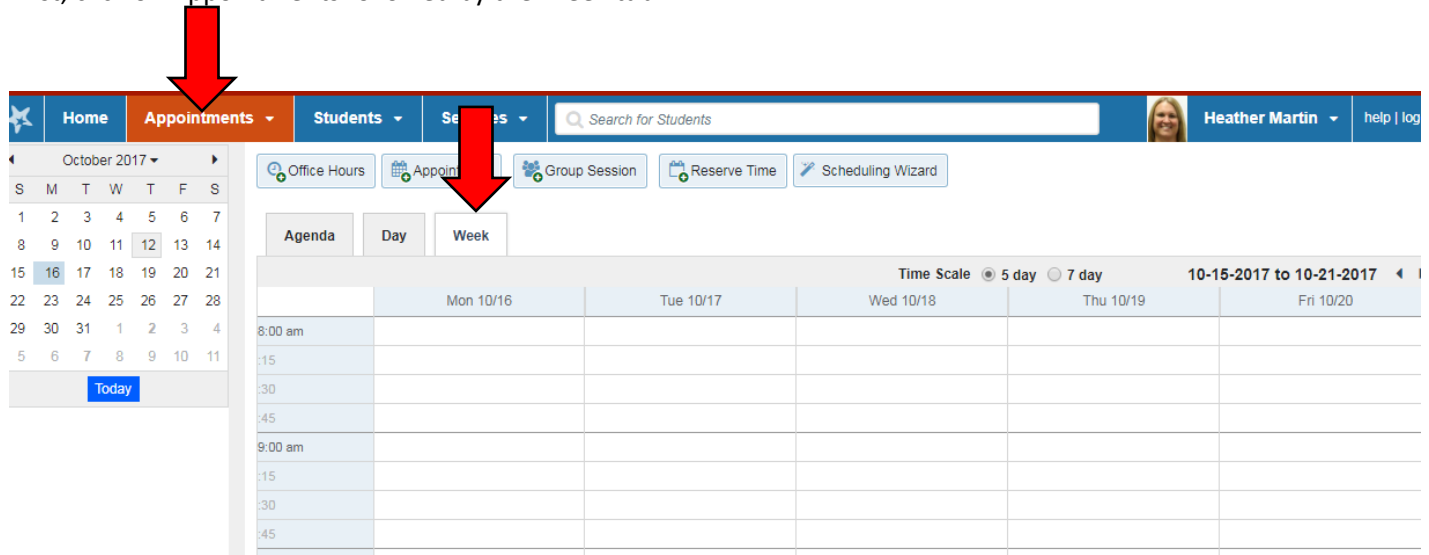
- Click the Cancel icon if you wish to remove the block of advising hours from your Starfish calendar, which will prompt an email to remove these hours from your Outlook calendar. A message will be sent to any students who have scheduled appointments. You will also have an option to send a personalized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



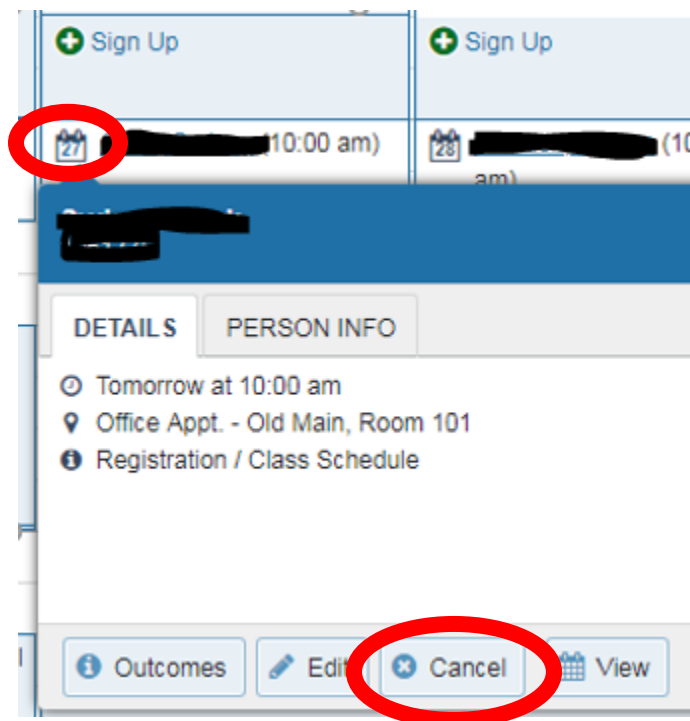
Document Appointments

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.

Edit Appointment Cancel Submit

Scheduling **Outcomes** **SpeedNotes**

Time 8:00 am to Actual End Time

Attendance ☒ Student missed appointment

Email ☐ Send a copy of note to student

Comments
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: This appointment and the notes associated with it are disclosable to the student under FERPA.

Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):

- Academic Leadership

* Required fields Cancel Submit

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.

Minot State UNIVERSITY

Heather Martin

My MSU Student Services Tutorials Starfish

Home Appointments Students Services Search for Students

My Students Tracking

Flag Kudos Success Plan Message Note Download

Search Student Name, Username, or ID Go

Connection Advisor

Term Ongoing

Cohort

Additional Filters Add Filters

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.

Haley Mae Hildenbrand

Appointment File

Overview Info Success Plans Courses Tracking Meetings Notes Network

Date / Time	Reason	Scheduled By	With	Location
11-01-2017 at 1:00 pm (Canceled)	Priority Transfer Orientation	Haley Hildenbrand	Heather Martin	Old Main, Room 101
11-01-2017 at 1:00 pm (Upcoming)	Priority Transfer Orientation	Haley Hildenbrand	Heather Martin	Old Main, Room 101
10-09-2017 at 8:00 am (No Show)	Priority Transfer Orientation			Old Main, Room 101