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.

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•	C	Octob	er 20	17 🕶		•	0	Office Hours	🛱 An	pointment	🧱 Gr	roup Session	Reserve Time	Scheduling Wizard					
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22	23	24	25	26						Mon 10/16	6		Tue 10/17	Wed 10/18		Thu 10/19		Fri 10/20)
29	30	31	1	2	3	4	8:00 a	am											
5	6	7	8	9	10	11	:15												
			Today				:30												
							:45												

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.

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. Enter the information that should be applied to the office hours blocks. Note that all blocks created in step 2 of this wizard will use the information you specify here. Title Advising Hours Where? Microsoft Teams How long? 1 hour minimum appointment length 1 hour minimum appointment length Select the types of appointments that can be made in these office hours. Note: You can select multiple non-recurring appointment types but only	cheduling Wizard	- · · ·		
Where? Microsoft Teams I hour minimum appointment length 1 hour maximum appointment length 1 hour maximum appointment length Select the types of appointments that can be made in these office hours. Select the types of appointment types Note: You can select multiple non-recurring appointment types Should be aware of! These a topics you might consider! Academic Support Advising				
Where? Microsoft Teams How long? 1 hour minimum appointment length 1 hour maximum appointment length Include instructions student Appointment Types Select the types of appointments that can be made in these office hours. Include instructions student Note: You can select multiple non-recurring appointment types Include instructions student should be aware of! These at Image: Comparison of the type of the type of		should be applied to the office hours b	locks. Note that all blocks created in step 2 of th	is wizard will use the information you
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		Academic Support	Advising	
Instructions	Instrucțione	Instructors		
These will be visible to anyone who makes an appointment		yone who makes an appointment		

Edit Office Hours	Advising Hours Cancel Submit
* What time?	2:30 pm to 3:30 pm
* Where?	
* Office hours Type 💡	Scheduled Appointments Only
★ How long?	Only take scheduled appointments 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 Star	t/End Date
,	who makes an appointment.
Teams app, if you haven't a I will plan to give you a call Teams, as well! Remember	ission via Microsoft Teams. Please take a few minutes to download the Microsoft Iready, https://teams.microsoft.com/downloads. Login with your @ndus.edu email. at the designated time. If you don't answer, you can certainly return my call in all appointments are scheduled in Central Standard Time (CST). If your is, 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.

ĸ									X
Scheduling	g Wizard								
Enter the start	and end time for	all office hours	blocks for the	selected week.					
							October 9 - 0	October 13, 20	17 < >
М	on 10/0	Tue	10/10	Wed	10/11	Thu 1	10/12	Fri 1	0/13
1:00 pm	2:00 pm	Start Time	End Time	10:00 am	11:00 am	Start Time	End Time	Start Time	End Time
4:00 pm	5:00 pm	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
Stor	Ee	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
Add	Another Block	Add A	nother Block	• Add A	nother Block	• Add A	nother Block	Add A	nother Block
							Cancel	Seck Finis	h

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

	Scheduling Wiza	ard				
	You have added blo	cks at the following times:				
	 11-01-2017 from 	n 1:00 pm to 2:00 pm				
	 11-02-2017 from 	n 1:00 pm to 2:00 pm				
	 11-07-2017 from 	n 1:00 pm to 2:00 pm				
	 11-08-2017 from 	n 9:00 am to 10:00 am				
	 11-13-2017 from 	n 2:00 pm to 3:00 pm				
	 11-16-2017 from 	m 9:00 am to 10:00 am				
	 11-20-2017 from 	m 10:00 am to 11:00 am				
	 11-21-2017 from 	n 2:00 pm to 3:00 pm				
	 11-28-2017 from 	n 10:00 am to 11:00 am				
	 12-01-2017 from 	m 11:00 am to 12:00 pm				
	 12-04-2017 from 	m 2:00 pm to 3:00 pm				
		m 1:00 pm to 2:00 pm				
	 12-07-2017 from 	m 3:00 pm to 4:00 pm				
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			ime 🎽 Scheduling Wizard			
genda Day	Week					
genda Day	Week			Scale ⊚ 5 day ∩ 7 day	10-29-2017 to 11-04-2017	4
genda Day	Week	Tue 10/31		Scale 5 day 7 day Thu 11/2	10-29-2017 to 11-04-2017 Fri 11/3	4
		Tue 10/31	Time			•
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		Tue 10/31	Time Wed 11/1	Thu 11/2	Fit 11/3	
		Tue 10/31	Time Wed 11/1	Thu 11/2	Fit 11/3	
Dey Dey		Tue 10/21	Time Wed 11/1	Thu 11/2	Fit 11/3	

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

FILE	5 ७ ↑ ↓ =			PTO Ac	lvising	- Meeting					?	• - •	×
Delex	✓ Accept * 2 Tentative * New Time *	pond Meeting Notes	EQ	Fall 2017 To Manager Team Email	* •	Move *	Assign Policy *	Mark Unread Categorize *	af Translate	♣ Find Provide the second	Zoom	Reply with Meeting Poll	
Delete	Respond	Meeting N	Calendar	Quick Steps	Fa	Move		Tags 🖓	E	diting	Zoom	FindTime	^
Required	Wed 10/11/2017 10:59 AM Starfish Calence PTO Advising		ar-ops-a	ash4@dosta	arfis	h.com>							
1 Pleas	e respond. organizer created this meeting in th	he following time zo	ne: America/N	lew_York.									
When Location	Thursday, November 16, 2017 9: Old Main, Room 101, 701-858-3												
^ T	nursday, November 16												*
9 ^{am}	PTO Advising Old Main, Room 101, 701-858-326 Starfish Calendar	55											
10													
11													Ŧ
We're Title:	ther Martin, reminding you that you have	e scheduled the fo	llowing offic	e hour block.									
Wher Thu N Wher Old M	ov 16 9-10AM												
	follow all instructions that w	ere sent to you in	the PTO em	ail to prepare for	ryour	advising app	ointmer	nt. If you will be n	neeting in	i person, plea	ase arrive	e 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.

FILE	5 (5 ↑ ↓ =		Priority Transfer Orientation	on, 11/1/2017 1:00 PM CDT - New - Meeting			? 🖻 – 🗗 🗙
Delet	Accept Accept Respond	Meeting Notes Meeting Notes Calendar		Assign Mark Categorize Follow Policy- Unread Up*	H Find Related → Select → Editing Zoom	Reply with Meeting Poll FindTime	^
	Priority Tra	ndar-ops-ash4@dostarfis					
When Location							
~ \	Vednesday, November 1						
1 ^{PM}	riority Transfer Orientation, Old Main, Room 101 Starfish Calendar	11/1/2017 1:00 PM CDT - New	PTO Advising Old Main, Room 101, 701-858-3265 Starfish Calendar		Canceled Appointment: Old Main, Room 101 Starfish Calendar	Heather Martin -	[11/1/2017 1:00 PM CDT] Priority 1
1 ^{PM}	Old Main, Room 101	11/1/2017 1:00 PM CDT - New	Old Main, Room 101, 701-858-3265		Old Main, Room 101	Heather Martin -	
	Old Main, Room 101	11/1/2017 1:00 PM CDT - New	Old Main, Room 101, 701-858-3265		Old Main, Room 101	Heather Martin -	[11/1/2017 1:00 PM CDT] Priority 1
2	Old Main, Room 101	11/1/2017 1:00 PM CDT - New	Old Main, Room 101, 701-858-3265		Old Main, Room 101	Heather Martin -	
2 3 Hi H We'r	old Man, Room 201 Starfith Calendar eather Martin, e e-mailing you to let you know that	11/1/2017 1:00 PM CDT - New has scheduled this ap	Old Main, Roon 101, 701-858-3265 Starfish Calendar		Old Main, Room 101	Heather Martin -	[11/1/2017 1:00 PM CDT] Priority 1
2 3 Hi H We'r 11/1/ 1:00 Old I <i>Prion</i> Pleas phon	old Man, Room 201 Starfith Calendar eather Martin, e e-mailing you to let you know that	has scheduled this ap you in the PTO email to prepare for 65 at the scheduled appointment tin	pointment with you.		Old Main, Room 101 Staffish Calendar	ieduled appointment tir	[11/J/2017 1:50 PM CDT] Priority 1
2 3 Hi H We'n 11/1/ 1:00 Old I <i>Prior</i> Pleas phon scheo	cold Man, Room 301 Starfish Calendar eather Martin, e e-mailing you to let you know that 2017 PM CDT Main, Room 101: in <i>J' Transfer Orientation</i> f ollow all instructions that were sent to to e please call my direct line at 701-858-32	has scheduled this ap you in the PTO email to prepare for 65' at the scheduled appointment tin minotstateu.edu.	old Main, Rösn 201, 701-858-3265 Staffish Calendar pointment with you.		Old Main, Room 101 Staffish Calendar	ieduled appointment tir	[11/J/2017 1:50 PM CDT] Priority 1

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.

FILE	C [™] ↓ ≠ TING	Canceled Appointment: Heather Martin	[11/1/2017 1:00 PM CDT] Priority Tra	ansfer Orientation - Meeting	? 🗷 – 🗗 🗙
Remove Calent	e from R pond Meeting Calendar Q Reply & Delete	Create New Create New To	↓ Up + ↓ ↓ Select +	Coom Reply with Meeting Poll com FindTime	~
Required	Thu 10/12/2017 917 AM Starfish Calendar <calendar-ops Canceled Appointment: Heather Martin -</calendar-ops 	s-ash4@dostarfish.com> [11/1/2017 1:00 PM CDT] Prior	rity Transfer Orientation		
When Location	Wednesday, November 01, 2017 1:00 PM-2:00 PM n Old Main, Room 101				
~ V	Wednesday, November 1				
1 ^{PM}	Priority Transfer Orientation, 11/1/2017 1:00 Old Main, Room 101 Starfish Calendar	PM CDT - New PTO Advising Old Main, Room 101, 701-858- Starfish Calendar	3265	Canceled Appointment: Heather Martin - Old Main, Room 101 Starfish Calendar	[11/1/2017 1:00 PM CDT] Priority 1
2					
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Old 1	Main, Room 101 rity Transfer Orientation				
	iment:				
This	email is a service of Starfish. Click here to change you	r notification preferences.			
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Edit or cancel Available/Scheduled Appointment Times

First click on Appointments followed by the Week tab.

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_		ctobe	er 20	17 🕶		•	Office Hours	Appoi t	📸 Group Se	ession	Scheduling Wizard		
S	М	Т	W	Т	F	S							
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8	9	10	11	12	13	14	Agenua	Day Week					
5	16	17	18	19	20	21					Time Scale	🖲 5 day 🔘 7 day	10-15-2017 to 10-21-2017
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9	30	31	1	2	3	4	8:00 am						
5	6	7	8	9	10	11	:15						
		Т	oday				:30						
							:45						
							9:00 am						
							:15						
							:30						

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.

K	ŀ	lom	9	Ap	poir	tment	s 👻 Student	ts - Se <mark>s</mark> ts -	Q Search for	Students			Heather Martin 👻 help I
	C	ctob	er 20	17 🕶		•	Office Hours		roup Session	Reserve Time	Scheduling Wizard		
3	М	Т	W	Т	F	S	0			-0			
1	2	3	4	5	6	7							
В	9	10	11	12	13	14	Agenda	Day Week					
5	16	17	18	19	20	21					Time Scale	🖲 5 day 🔘 7 day	10-15-2017 to 10-21-2017
2	23	24	25	26	27	28		Mon 10/16		Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20
9	30	31	1	2	3	4	8:00 am						
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							9:00 am						
							:15						

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.

2				×
Edit Appoin	tment		Cancel Submit	
Scheduling	Outcomes	SpeedNotes		
Time 😧	8:00 am	to Actual En	nd Time	
Attendance	🕑 Student mis	sed appointment		
Email	Send a copy	of note to student	t	
be edited only by	you before or after	the appointment for	record-keeping purposes.	
Permissions			ssociated with it are disclosable to the student under FERPA. We able to see this appointment if they have a relationship with the student(s):	
Required fields				,
 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.

	ot State Versity	V	1					My MSU	Student Services	Leather	Martin 4 v Starfish
K Home	Appointments 👻	Students 👻	Services 🗸	Q Search	for Students				He	ather Martin	+ help logo
My Students	Tracking										
re Flag	Kudos buccess Pl	lan 🛛 Message	Note 🛆 D	ownload	2		2				
Search			Connection	4	3	Term	Cohort			Additional	Filters
Student Name,	Username, or ID	Go	Advisor			Ongoing				✓ Ad	d 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.

						My MSU Student S	ervic
Flag 🖈 Kudos		Message Note CA	ppointment 🔷 File				
Overview		Date / Time	Reason	Scheduled By	With	Location	
Info	Œ	11-01-2017 at 1:00 pm (Canceled)	Priority Transfer Orientation			Old Main, Room 101	
 Success Plans 		11-01-2017 at 1:00 pm (Upcoming)	Priority Transfer Orientation			Old Main, Room 101	
Courses	Ð	10-09-2017 at 8:00 am (No Show)	Priority Transfer Orientation			Old Main, Room 101	
Heetings							
P Notes							
Metwork							

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