Scheduling Office Hours and Appointments

*NOTE: BEFORE COMPLETING THIS, YOU MUST FIRST SET UP YOUR STARFISH PROFILE. GO TO THE <u>STEP 1: SET UP PROFILE</u> GUIDE.

1. Log into Starfish using the "Starfish" link in your Instructor tab in CampusNet.
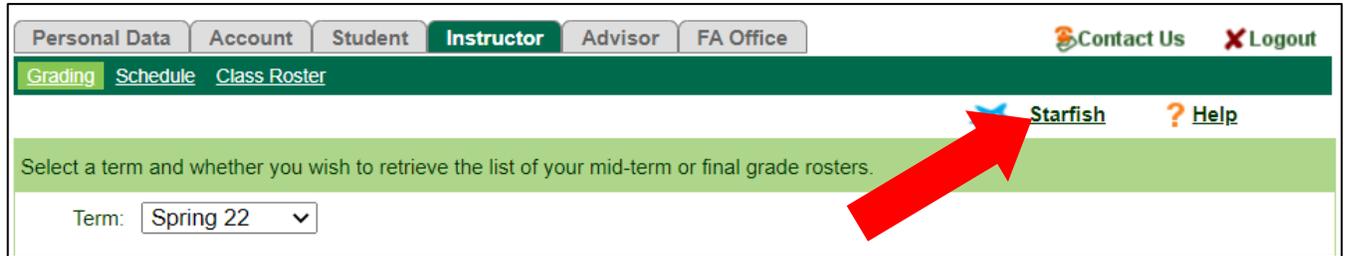
2. Click on the menu options button ≡ in the top-left corner of the screen, then select "Appointments". Check your Outlook calendar AND your Starfish Calendar to make sure you do not have any scheduling conflicts.

3. Select "+ Office Hours".
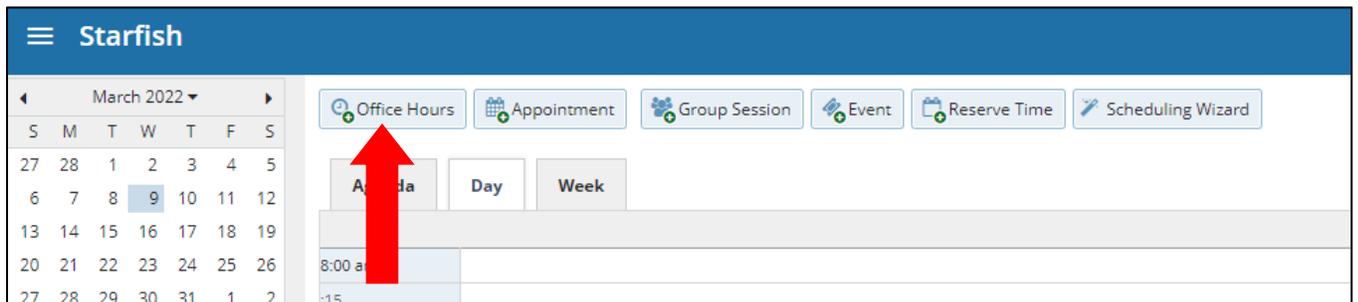
4. Fill out the fields to include your office hour days, times, location, appointment length, and any instructions you wish to communicate with the appointment scheduler.

5. Set your Start/End Date. Then, click "Submit".
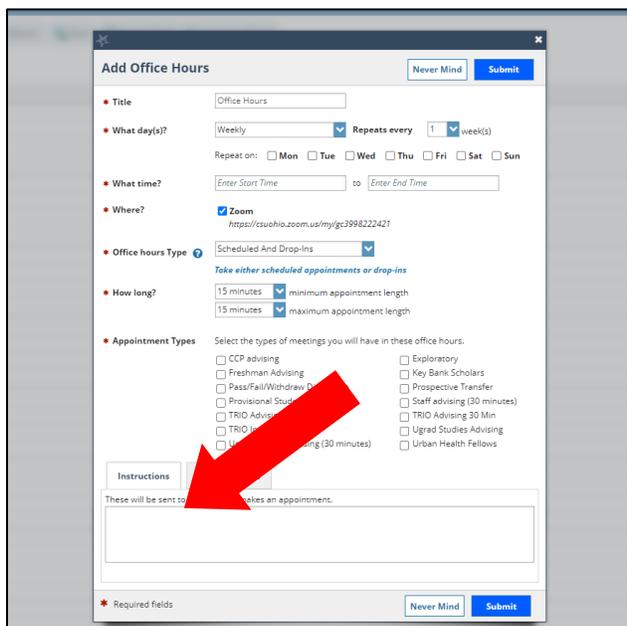
*NOTE: You need to repeat the above procedure for another set of office hours. You are not able to schedule various office hours at once (e.g. M, W, F from 1 p.m. – 3 p.m. and T, TH from 10 a.m. – 12:00pm).

6. Now that your office hours are set-up, you can add individual meetings into the time blocks. To schedule an appointment with a student, click on "+ Sign Up" for the time block you want to schedule for.

7. Start typing the student's name or ID number in the "Student" field and select the appropriate person by clicking on them. Select the end time, location, and appointment reason. Add a detailed description, if you desire, then click "Submit". The student's appointment is now scheduled; they will receive an automatic confirmation and a reminder email.