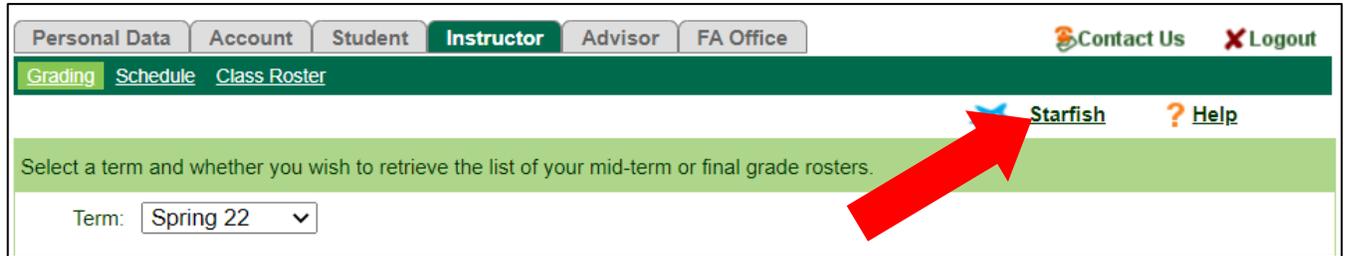


Scheduling Office Hours and Appointments

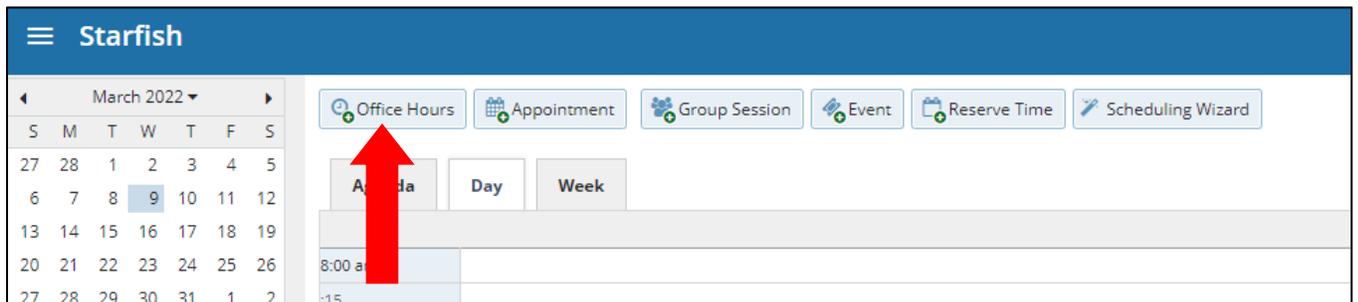
*NOTE: BEFORE COMPLETING THIS, YOU MUST FIRST SET UP YOUR STARFISH PROFILE. GO TO THE [STEP 1: SET UP PROFILE GUIDE](#).

1. Log into Starfish using the “Starfish” link in your Instructor tab in CampusNet.



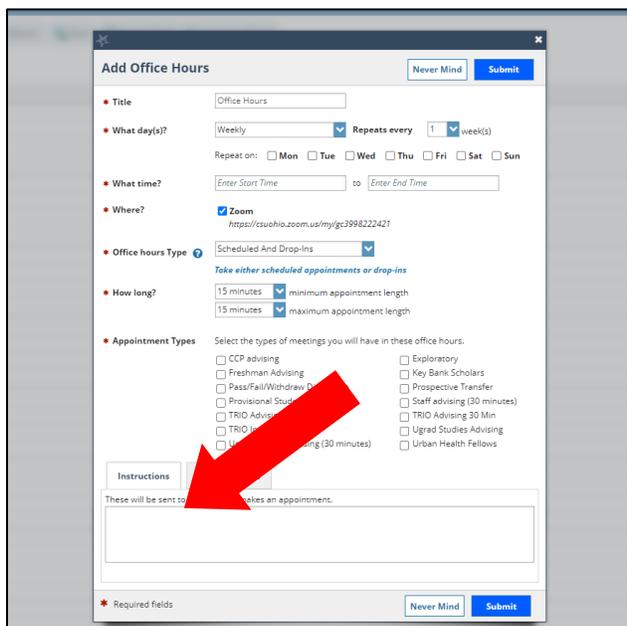
The screenshot shows the Starfish interface with the 'Instructor' tab selected. The 'Starfish' link is highlighted with a red arrow. The interface includes a navigation bar with 'Personal Data', 'Account', 'Student', 'Instructor', 'Advisor', and 'FA Office'. Below the navigation bar, there are links for 'Grading', 'Schedule', and 'Class Roster'. The 'Starfish' link is located in the top right corner, next to a 'Help' link. A red arrow points to the 'Starfish' link.

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”.



The screenshot shows the Starfish interface with the 'Office Hours' button highlighted with a red arrow. The interface includes a calendar for March 2022 and a navigation bar with 'Office Hours', 'Appointment', 'Group Session', 'Event', 'Reserve Time', and 'Scheduling Wizard'. A red arrow points to the 'Office Hours' button.

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”.



The screenshot shows the 'Add Office Hours' form in Starfish. The form includes fields for Title, What day(s), What time?, Where?, Office hours Type, How long?, Appointment Types, and Instructions. A red arrow points to the 'Instructions' field. The form also includes 'Never Mind' and 'Submit' buttons.

*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).

- 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.

The screenshot shows the Starfish scheduling interface. On the left is a calendar for March 2022, with the 16th highlighted. The main area displays a grid of office hours for Monday 3/14, Tuesday 3/15, and Wednesday 3/16. The grid shows time slots from 7:00 am to 11:45 am in 15-minute increments. Each slot contains a '+ Sign Up' button. The interface includes navigation tabs for 'Office Hours', 'Appointment', 'Group Session', 'Reserve Time', and 'Scheduling Wizard'. There are also view options for 'Agenda', 'Day', and 'Week'.

- 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.

The screenshot shows the 'Add Appointment' form in Starfish. The form has a title bar with a star icon and a close button. Below the title are two buttons: 'Never Mind' and 'Submit'. The form is divided into several sections:

- Scheduling**: Includes a 'With' section for 'People in' (radio buttons for 'Active terms' and 'All terms') and a 'Student' field with a search dropdown.
- When**: A date field set to '03-14-2022' and a time range from '8:00 am' to '8:15 am'.
- Where**: A dropdown menu for 'Select a location...'.
- Reason**: A text field containing 'Discuss course content & student progress'.
- Course**: A dropdown menu for 'Select course...'.
- Sharing**: Radio buttons for 'Shared' (selected) and 'Private'.
- Detailed Description**: A large text area for entering a description.
- Permissions**: A section titled 'Permissions: People with the following roles may be able to see this appointment if they have a relationship with the student(s):' with a list of roles: CSU Global Staff, Advisor (Undergrad Studies), Financial Aid Counselor, and TA.

 At the bottom, there is a 'Required fields' indicator and two buttons: 'Never Mind' and 'Submit'.