



**Starfish | Student Success Platform**

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**SUNY NEW PALTZ**

**Starfish Calendar Set-Up**

## Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level and help improve student success and persistence.

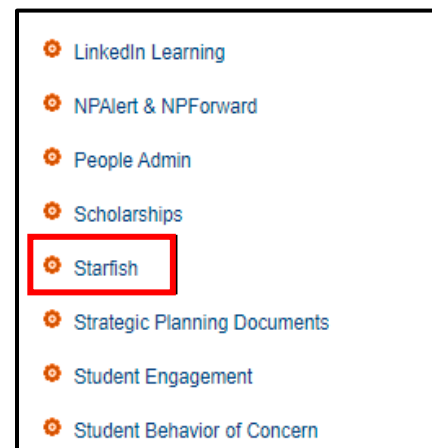
Everyone has a role in student success at SUNY New Paltz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works with all members of our institution to address their specific needs.

Getting started is easy!

### Log in Directions:



1. Sign in to [my.newpaltz.edu](https://my.newpaltz.edu).
2. Click “Starfish” Link under “Resources” (left-hand side).



Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

## Synching Starfish to Your Outlook Calendar

To ensure Starfish can read your busy times from your Outlook calendar, you will need to sync your Starfish and Outlook calendar.

1. From the hamburger menu , click on the drop down  next to your name.
2. Select **Appointment Preferences**.
3. Scroll to the **Calendar Sync** section. Add a checkmark to “Allow Starfish to read busy times **from** my Outlook calendar.”
4. Select **Save Changes** at the bottom right of the screen.

## Calendar Sync

Sync calendar items between your external calendar to your Starfish calendar

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### 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

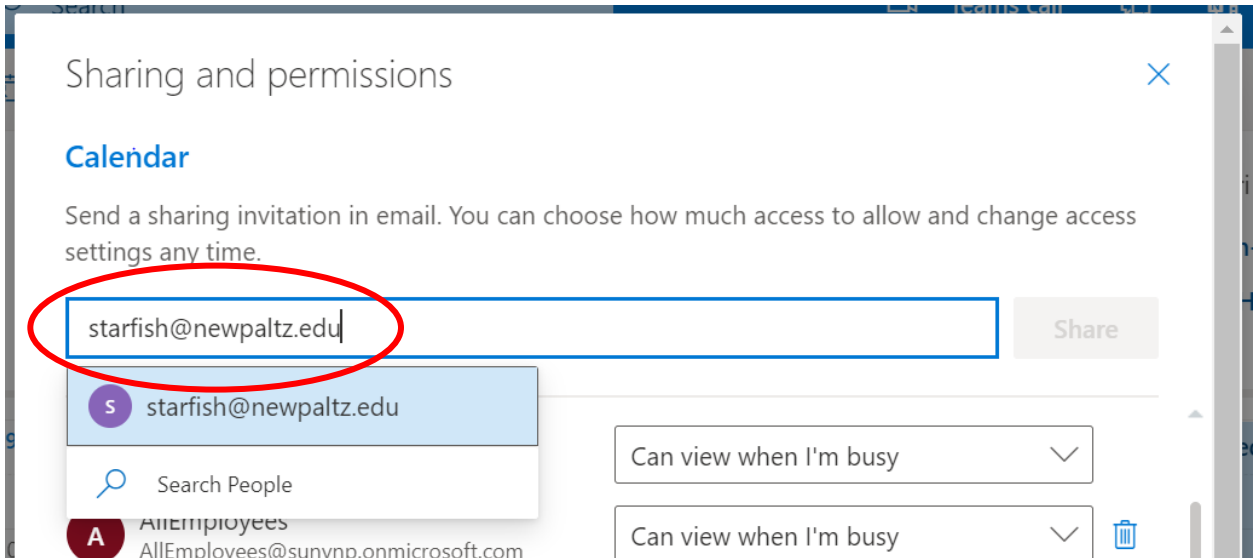
**▲ Important:** You must share your calendar with [starfish@newpaltz.edu](mailto:starfish@newpaltz.edu)  
[Click here](#) for further instructions.

Allow Starfish to read busy times **from** my Outlook Calendar

5. Log into your **Office 365** email. **\*\*ONLY** use Web Version of Outlook for this step **NOT** the desktop app.
6. Go to your calendar.
7. Select **Share**.



8. Add the email [starfish@newpaltz.edu](mailto:starfish@newpaltz.edu). Click **share**.



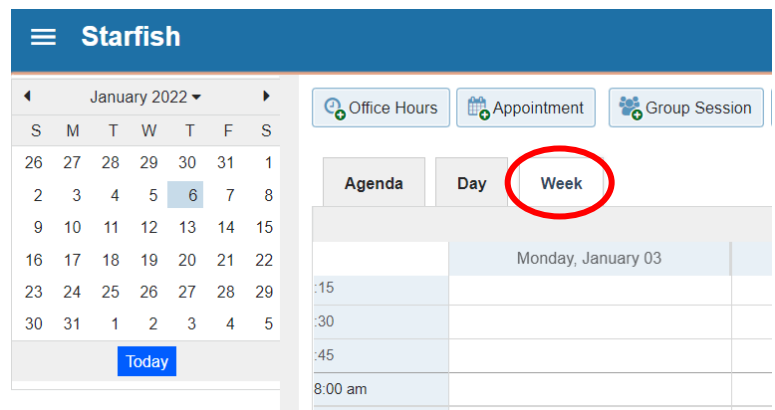
9. Now your Starfish Calendar will be synced with your Outlook calendar. Make sure to log out of **both** Starfish and Outlook and wait 15 minutes for the syncing to complete.

10. To check if your calendars are successfully synced, after 15 minutes, log into to Starfish.

11. From the hamburger menu , click on **Appointments**.


12. Click on the **week** tab.

13. Scroll down to view your calendar. You should now see all scheduled appointments that you previously scheduled through your Outlook calendar.

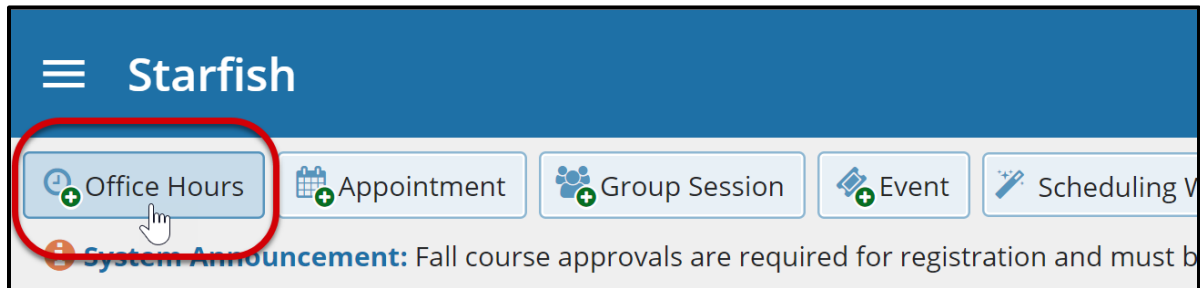


## Office Hour Set Up

The **Add Office Hours** option is designed for setting up a recurring block of time on a regular pattern such as weekly or daily at a certain time.

14. From the hamburger menu , select **Home**.

15. Select **Office Hours** on your Starfish home page.



The **Add Office Hour** form displays.

16. The **Title** for this block of time displays *Office Hours* by default.

However, you can change the **Title** to help you or others managing your calendar identify different types of office hours.

17. Select **What day(s)?** and indicate any recurrence (e.g. **Repeats every 1** week).

18. Use the **What time?** fields to enter the start and end time for the office hours.

19. Select **Where?** meetings will be held using the checkbox(es) next to your location(s). If you choose more than one location, the student will be able to choose his/her preferred location for the meeting. To add additional locations options, go to the **Appointment Preferences** page of your *Profile*.

20. Select the **Office Hour Type** dropdown for meetings you will take during this block.

- a. Select **Scheduled and Drop-ins** if you will be using the kiosk/waiting room features, and you plan to take drop-ins between appointments.
- b. Select **Scheduled Appointments Only** if you will not take any drop-ins.
- c. Select **Drop-ins Only** to show the time as available to students but disallow anyone from making advance appointments.

21. Select **How long?** meetings can be by selecting a minimum and maximum duration. If the minimum and maximum are identical, the student will not be given a choice of duration. *Note that institution settings for specific appointment reasons, may override your settings.*
22. If your role has permissions to add more than one Appointment Type, you will see checkboxes that allow you to select which types apply to this block of time. Appointment Types dictate:
- a. which students can schedule during this time (based on the role that connects you and the student)
  - b. the appointment reasons shown to students
  - c. which **SpeedNotes** will display
  - d. which roles can view the appointment and its notes
23. At the bottom of the form, use the **Instructions** box to enter instructions to students scheduling with you during this block of time. Instructions are required for blocks that allow Drop-ins.

Example Messaging:

“Thank you for scheduling a meeting with me! This appointment will be in-person in (Location). When you arrive, please (include directions on how to sign in). I look forward to meeting with you!”

24. Optionally, select the **Start/End Date** tab to set a time frame for a repeating office hour block. For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.
25. Select **Submit** to save your Office Hour block.