



Starfish | Student Success Platform

SUNY NEW PALTZ

Starfish Calendar Set-Up

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Welcome to Starfish[®] at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to 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 best when all members of our institution work together to address students' specific needs.

Getting started is easy!

Login Directions:

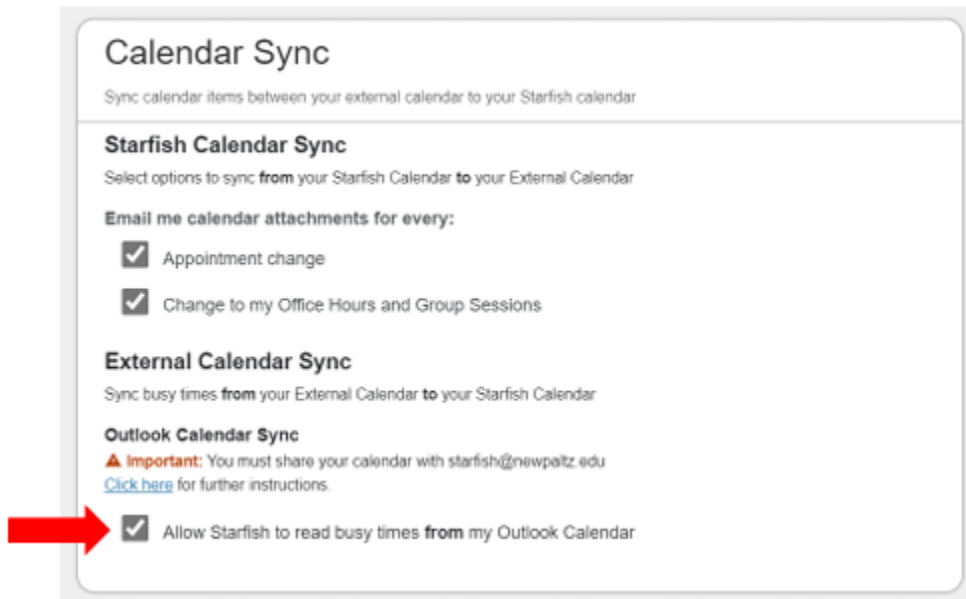
1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

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

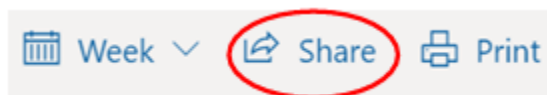
Synching Starfish to Your Outlook Calendar

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

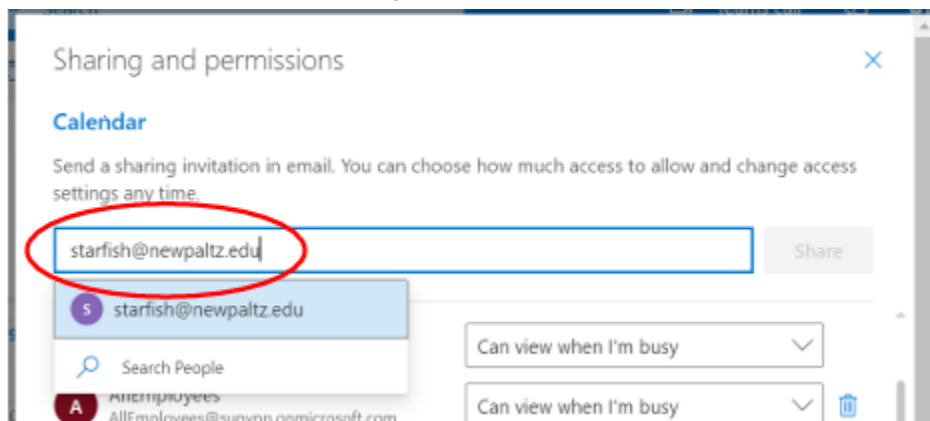
1. From the **menu** ☰, click on the drop-down arrow ▼ next to your name
2. Select **Appointment Preferences**
3. Scroll to the **Calendar Sync** section. Add a checkmark to “**Allow Starfish to read busy times from my Outlook calendar**”



4. Select **Save Changes** at the bottom right corner of the screen
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. Click **Share**

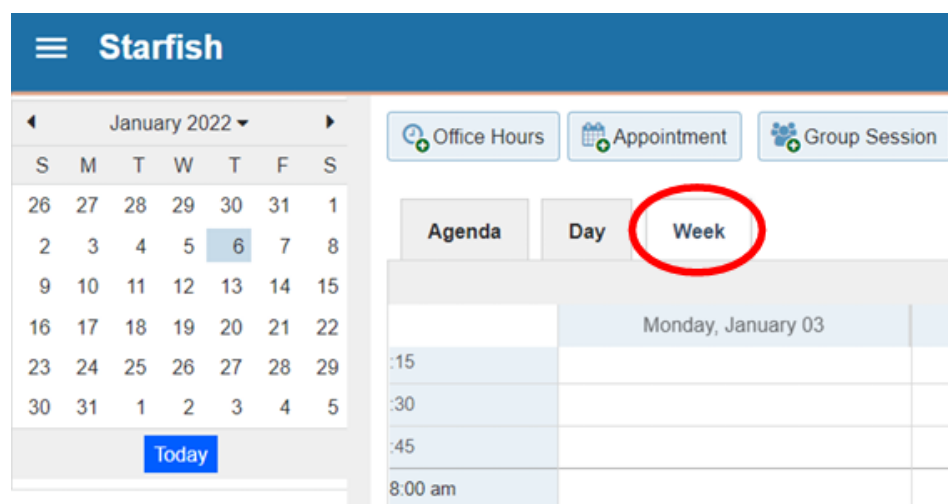



Now your Starfish Calendar will be synched with your Outlook calendar. Make sure you log out of **both** Starfish and Outlook and wait 15 minutes for the synching to complete

9. To check if your calendars are successfully synched, after 15 minutes, log into Starfish

10. From the menu , click on **Appointments**


11. Click on the **week** tab

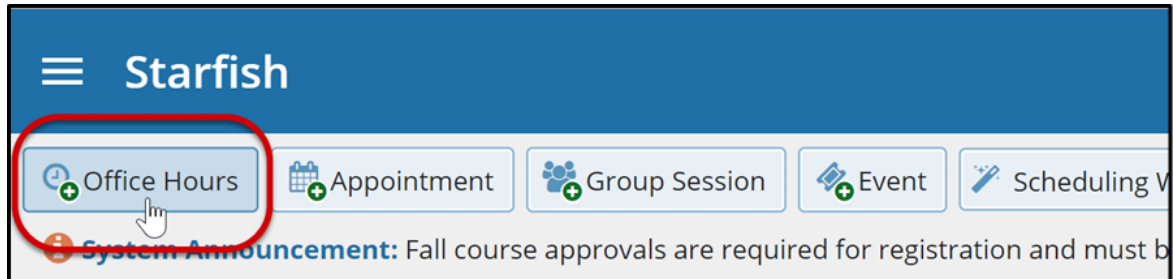


12. Scroll down to view your calendar. You should now see reserved time scheduled through your Outlook Calendar. Anything from your Outlook Calendar will read as “External Calendar” with the locked calendar icon . Note: you cannot edit your outlook calendar items through Starfish.

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.

1. From the menu , select **Home**
2. Select **Office Hours** on your Starfish home page. The **Add Office Hour** form will display



Add Office Hours

Never Mind

Submit

* Title ³

Office Hours

Title displays for students. We recommend 35 characters or fewer.

* What day(s)? ⁴

Weekly

Repeats every

1

week(s)

Repeat on:

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

☐ Sun

* What time? ⁵

Enter Start Time

to

Enter End Time

* Where? ⁶

Note: You may select more than one location to give students a choice.

☐ Location

* Office hours Type ⁷

Scheduled And Walk-Ins

Take either scheduled appointments or walk-ins

* How long? ⁸

30 minutes

minimum appointment length

30 minutes

maximum appointment length

* Appointment Types ⁹

Select the types of meetings you will have in these office hours.

☐ Advising

Instructions ¹⁰

Start/End Date ¹¹

These will be sent to anyone who makes an appointment.

* Required fields

Never Mind

Submit

5

3. The **Title** for this block of time displays as “Office Hours” by default. You can change the **Title** to help you or others managing your calendar identify different types of office hours.
4. Select **What day(s)?** and indicate any recurrence (e.g. **Repeats every** 1 week, every Monday, etc).
5. Use the **What time?** fields to enter the start and end time for the office hours.
6. 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 their preferred location for the meeting. To add additional location options, go to the **Appointment Preferences** page of your *Profile*.
7. 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 appointments in advance.
8. 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.*
9. If your role has permissions to add more than one **Appointment Type**, you will see the 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 with the student)
 - b. The appointment reasons shown to students
 - c. Which **SpeedNotes** will display
 - d. Which roles can view the appointment and the notes you input
10. 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.
 - a. Example Messaging:

“Thank you for scheduling a meeting with me. This appointment will be in-person in [Location]. When you arrive, please [include any directions you wish to share on arrival protocols]. I look forward to meeting with you!”
11. 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. We recommend selecting End of Term.
12. Select **Submit** to save your Office Hour block. This will send you a meeting invite from Starfish to your Outlook Email/Calendar.
 - a. If you do not wish to have your Starfish Office Hours reflected on your Outlook Calendar, go to your **Appointment Preferences** and uncheck the box “Change to my Office Hours and Group Sessions” under Calendar Sync.