



Starfish | Student Success Platform

SUNY NEW PALTZ

Starfish Updating Office Hour Locations

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.

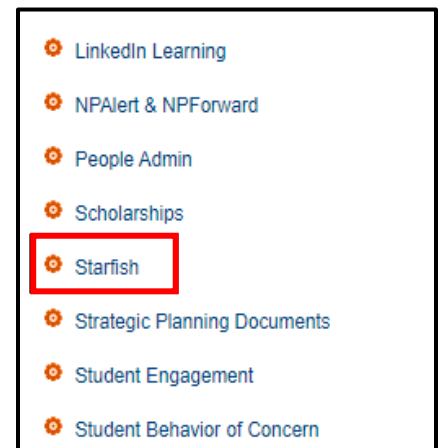
Everyone has a role in student success at SUNY New Platz!

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.
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.

Updating Your Office Hour Locations in Starfish

Click [here](#) for directions on how to update your office hour location *before* setting up your office hours.

Click [here](#) for directions on how to edit the location of office hours that have *already* been setup.

Updating Location *Before* Setting up Your Office Hours

1. Log into Starfish
2. Click the **menu** button 
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**



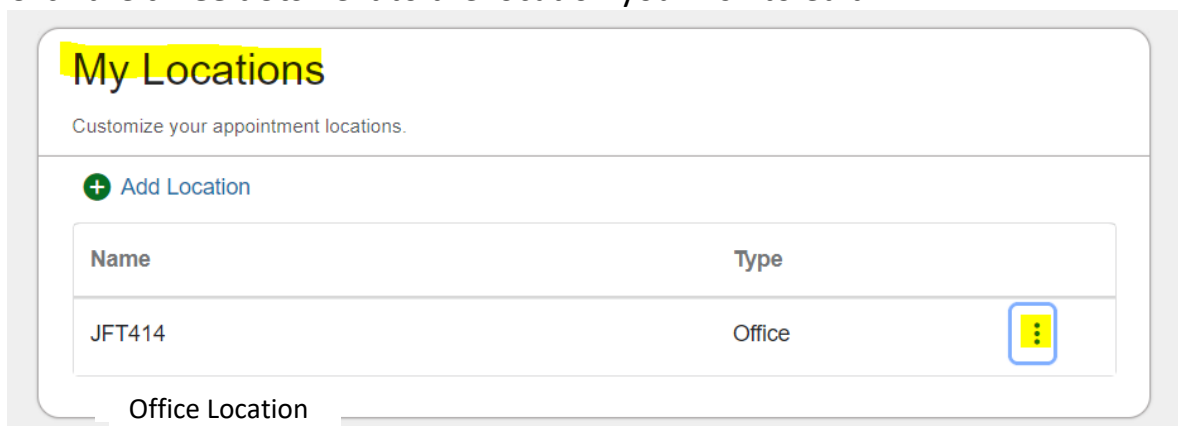
Edit Profile

Appointment Preferences

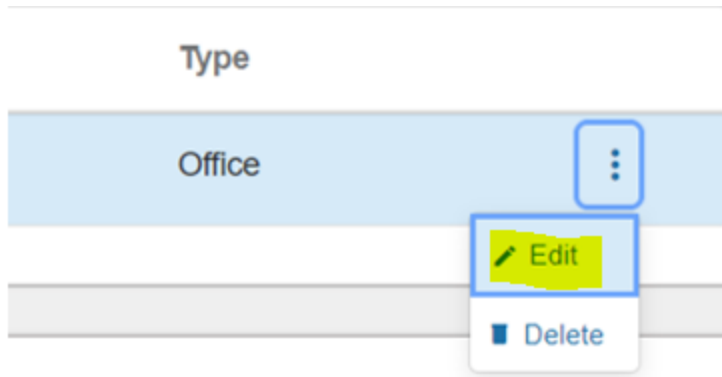
Notifications

Logout

4. Scroll to the **My Locations** section
5. To edit your existing location:
 1. Click the **three dots** next to the location you wish to edit



2. From the menu that pops up, click **Edit**



3. Update the information you see in the box that pops up to the correct location information and click **Edit Location** to finalize.


A screenshot of a modal window titled 'Edit Location'. The window has a blue header with a star icon on the left and a close button on the right. The form contains three fields: a dropdown menu for 'Location Type' with 'Office' selected, a text input field for 'Location Name' containing 'JFT414', and a text area for 'Instructions' with the placeholder text 'Provide instructions to students for this location, if any.' and a '100 characters max' limit. At the bottom of the form is a blue button labeled 'EDIT LOCATION', which is circled in red.

7. Click **Save Changes** at the bottom of the page (don't forget this step)
You are now ready to create your office hours with your updated office hour location.

Updating Location of Office Hours That Have Already Been Setup

**This involves two easy parts*

PART ONE

1. Log into Starfish
2. Click the **menu** button 
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**

Your Name



Edit Profile

Appointment Preferences

Notifications

Logout

4. Scroll to the **My Locations** section
5. Click **Add Location**

My Locations

Customize your appointment locations.

+ Add Location

| Name | Type | |
|---|--------|---|
| JFT 822 | Office | ⋮ |
| Instructions 8th floor of the Faculty Tower | | |

6. Input your updated location information and click **Add Location**

Add Location

*Location Type
Select a Location Type

*Location Name
Provide a Location Name

Instructions
Provide instructions to students for this location, if any.
100 characters max

ADD LOCATION

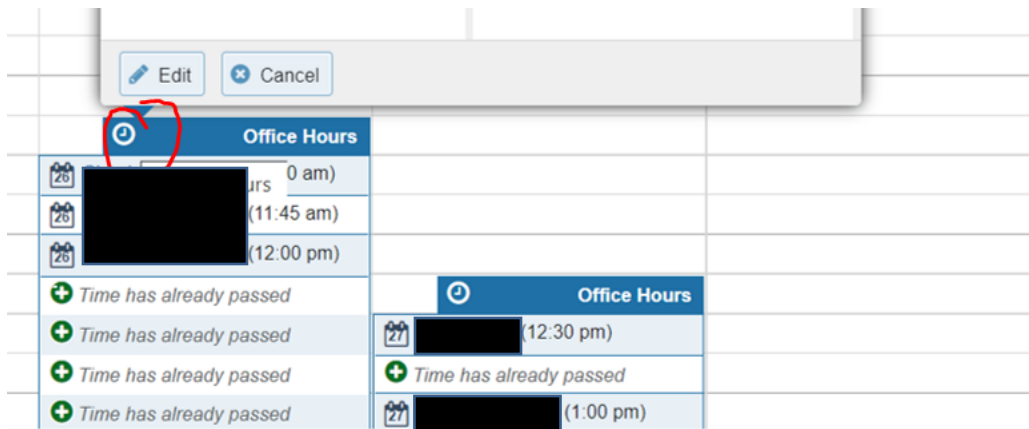
7. Click **Save Changes** (don't forget this step)

PART TWO

1. Click the menu button
2. From the menu, click **Appointments**
3. Scroll down to find your office hour blocks

| Agenda | Day | Week | Time Scale <input checked="" type="radio"/> 5 day <input type="radio"/> 7 day | | 10-23-2022 to 10-29-2022 |
|----------|--------------------|---------------------|---|----------------------|--------------------------|
| | Monday, October 24 | Tuesday, October 25 | Wednesday, October 26 | Thursday, October 27 | Friday, October 28 |
| :15 | | | | | |
| :30 | | | | | |
| :45 | | | | | |
| 11:00 am | | | | | |
| :15 | | | | | |
| :30 | | | | | |
| :45 | | | | | |
| 12:00 pm | | | | | |
| :15 | | | | | |
| :30 | | | | | |
| :45 | | | | | |
| 1:00 pm | | | | | |

4. Hover over the clock with your mouse



5. From the pop-up box that appears, click **Edit**
6. Under the **Where?** section, you will see your new location (inputted in Part One of the directions)
7. Un-check your old location and add a checkmark to your new location
8. Click **Submit**

Repeat this for additional office hour blocks you may have.