



Starfish Quick Look Guide

SoN Student Success Center

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Starfish Quick Look Guide / Version 1 / January 2017

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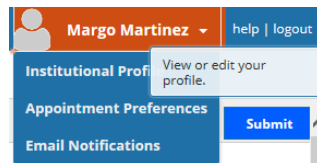
Your Profile

Click your name to open your Starfish Profile. Update your info for:

Institutional Profile: Contact information, photo, and bio. (Information students see).

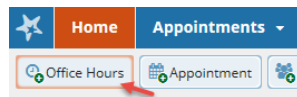
Appointment Preferences: Appt. defaults, Locations, Calendar Managers.

Email Notifications: Appt. email (iCals) and tracking item email options.



Office Hours

Select Office Hours to create single or recurring set of office hours.




Tips on completing the **Add Office Hours** form:

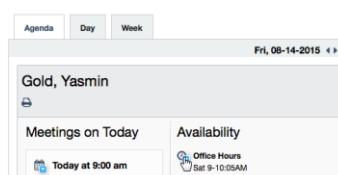
Title: Displays on your calendar to distinguish sets of office hours.


Where: Options are added via Profile > Appointment Preferences tab.

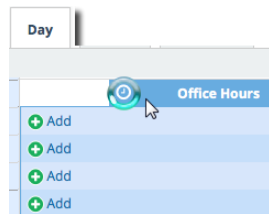
Office Hour Type: If you are using a Kiosk, use Scheduled and Walk-ins.

Appointment Types: Use to limit an office hour block to one meeting type i.e. Advising.

-  **Edit/Cancel a series** of office hours from the **Agenda** view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.



-  **Edit/Cancel individual occurrences** from the **Day** view of the calendar. Hover over this icon to display a pop up card from which you can take additional actions.

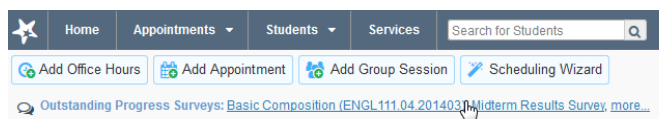




Important Note:

Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish **Home** page.



- Check the boxes presented for each desired item/ student combination.
- Click the comments icon () to add notes.
- Click the information icon () to verify whether or not the student can view the flag.

Important Note:

Don't click **Submit** until you're done! You cannot modify a submitted survey. Use **Save Draft** if you aren't ready to submit your survey.