CONFIGURING STARFISH TO OFFER PHONE AND VIRTUAL LOCATIONS FOR STUDENT SCHEDULING

NAVIGATING TO “MY LOCATIONS”

Starfish allows users to set up multiple “locations” for meeting with students in person, by phone, or virtually. The system also allows you to offer students the option to select among locations options that you want to provide for a given Office Hour block (block of availability for scheduling).

1. To add or to modify your existing locations within Starfish, begin by opening the menu accessible via the “hamburger icon” in the upper left corner of the Starfish window.

   ![Starfish Menu](image)

2. A left menu bar will open. Click your name to open additional menu options.

   ![User Profile](image)

3. Click the “Appointment Preferences” menu option to open the Appointment Preferences page. The “My Locations” configuration options are located mid-way down the page. Click the “Add Location” button to add additional locations(s) (e.g. phone, virtual options) as needed.
MY LOCATIONS

4. Add new or modify existing Locations – this will be your drop-down list of meeting “location” choices available to you when you build or edit your availability (Office Hours). This can include:
   - Physical office locations (Office and Elsewhere)
   - Phone “locations”
   - Online “locations (video, audio, chat)
5. Select the location **Type**

6. Enter the most obvious, student-friendly version of your location under **Name**.
   - Check in with your team to determine a consistent format for listing locations. Ask yourself – how do students think of this location? For example:
     - 333 East Campus Mall
     - 333 ECM
     - 333 East Campus Mall, 9th floor

7. Under **Instructions**, enter **Location Instructions** (you can add appointment preparation instructions later when creating or editing your Office Hours). Please note, the location instructions field is limited to 100 characters.
   - Example: When scheduling please provide the number (###-###-####) at which you would like me to call you

8. Be sure to click **“Submit”** at the top or bottom of the “Appointment Preferences” page to save your updates.

9. **NOTE:** When setting up or editing your Office Hours (availability) in Starfish, the “Instructions” field provides you with the ability to add significant additional instructions to students relevant to that specific Office Hour block.
We recommend adding the following language to those instructions to students:

“In the text box provided on the confirmation page when scheduling your appointment in Starfish please provide a backup phone number (###-###-####) at which I can reach you.”