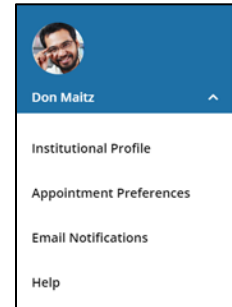


Your Profile

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

- Institutional Profile:** Contact information, photo, bio. (info students see).
- Appointment Preferences:** Appt. defaults, Locations, Calendar Managers.
- Email Notifications:** Appt. email (iCals) and tracking item email options.





Office Hours

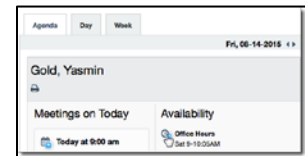
Select **Office Hours** to create single or recurring set of office hours.

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.

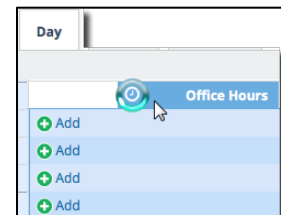


-  **Edit/Cancel a series** of office hours from the **Agenda** view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.
-  **Edit/Cancel individual occurrences**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