

STEP 1: Set Up Availability

The first thing you need to do if you plan to use Starfish to schedule and track your advising appointments is to set up **Office Hours** in Starfish to let the system and your students know when you're available to meet.

Sync your Starfish and Outlook calendars

1. Log into [Starfish](https://potsdam.starfishsolutions.com/starfish-ops/) (https://potsdam.starfishsolutions.com/starfish-ops/)
2. Click the menu icon to the left of Starfish in the top right corner



3. Click your name to access the **Appointment Preferences** menu option
4. Scroll down to the **Calendar Sync** section
5. **Uncheck** the box indicated below. **This is important to ensure proper syncing.**
6. Follow the instructions to sync with Outlook (log into Outlook Calendar and click to Share your calendar. When prompted, enter starfish@potsdam.edu as the person to share it with.
7. Check the box to allow Starfish to read busy times from Outlook. Details will not be visible to other users.
8. **Save changes** when done

Calendar Sync

Sync calendar items between your external calendar to your Starfish calendar

Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

- Appointment change
- Change to my Office Hours and Group Sessions

External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

Outlook Calendar Sync

⚠ Important: You must share your calendar with starfish@potsdam.edu
[Click here](#) for further instructions.

- Allow Starfish to read busy times **from** my Outlook Calendar

Set up Your Location(s)

1. Log into [Starfish](https://potdam.starfishsolutions.com/starfish-ops/) <https://potdam.starfishsolutions.com/starfish-ops/>
2. Click the menu icon to the left of Starfish in the top right corner



3. Click your name to access the **Appointment Preferences** menu option
4. Scroll down to the **Locations** section

My Locations

Customize your appointment locations.

[+ Add Location](#)

Name	Type	
Virtual Student Success Center Instructions Use this link to access Zoom meeting: https://bit.ly/3i06Bcw	Online	⋮
Student Success Center Instructions Sisson 128. Please check in at the front desk upon arrival.	Office	⋮

5. Click **Add a Location** to add your office and any other locations in which you may wish to meet with students. In the example above, I have set up two **Location** options for my advising. One is my physical office and the other a remote option. The remote option includes my personal Zoom link I use for all my virtual appointments. I used a link shortener website to stay within the character limit for the **Instructions**.
6. **Save changes** when done

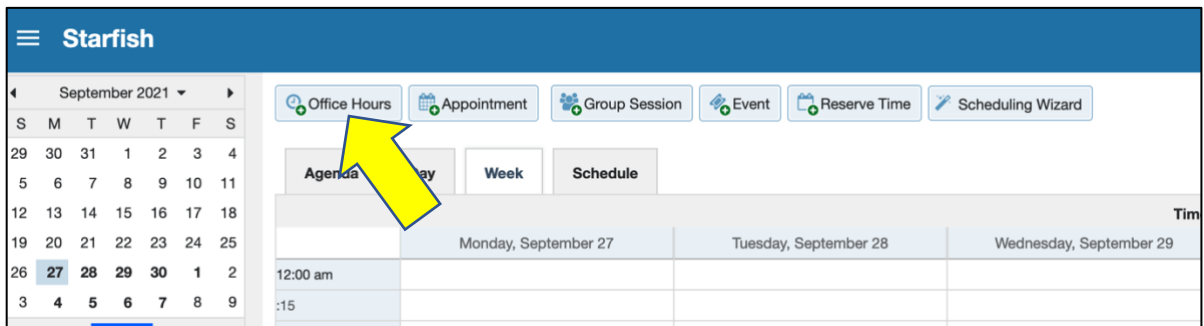
Set up Office Hours

1. Log into [Starfish](https://potdam.starfishsolutions.com/starfish-ops/) <https://potdam.starfishsolutions.com/starfish-ops/>
2. Click the menu icon to the left of Starfish in the top right corner



3. Click **Appointments** menu option

- At the top of the page, click the button for **Office Hours**



- This will open a dialog box to set the parameters for your availability for advising.

A screenshot of the 'Add Office Hours' dialog box. The dialog has a title bar with a close button (X) and a 'Submit' button. The main content area is titled 'Add Office Hours' and contains several sections:

- Calendar:** 'My Calendar'
- Title:** 'Office Hours' (text input field)
- What day(s)?** 'Weekly' (dropdown menu), 'Repeats every' '1' (dropdown menu) 'week(s)'. Below this are radio buttons for 'Repeat on: Mon, Tue, Wed, Thu, Fri, Sat, Sun'.
- What time?** 'Enter Start Time' to 'Enter End Time' (text input fields)
- Where?** A note: 'Note: You may select more than one location to give students a choice.' Below this are two checkboxes: 'Virtual Student Success Center' (with a link to a Zoom meeting) and 'Student Success Center' (with a note: 'Sisson 128. Please check in at the front desk upon arrival.').
- Office hours Type:** 'Scheduled And Walk-Ins' (dropdown menu). Below this is a note: 'Take either scheduled appointments or walk-ins'.
- How long?** '30 minutes' (dropdown menu) 'minimum appointment length' and '30 minutes' (dropdown menu) 'maximum appointment length'.
- Appointment Types:** 'Select the types of meetings you will have in these office hours.' Below this are six checkboxes: 'Academic Advising', 'Applied Learning', 'One Stop', 'Student Success Center', 'TRIO', and 'Teacher Education'.

At the bottom of the dialog, there are buttons for 'Instructions' and 'Start/End Date'. A legend indicates that fields with an asterisk (*) are required. There are 'Never Mind' and 'Submit' buttons at the bottom right.

- Give your Office Hours a name.** Suggestion: [Advising for Spring 2022](#)
- You can set recurring availability or save each **Office Hour** block separately and create new Office Hours for different days/weeks.
- Choose your **location(s)**. This is useful if you plan to be available both in person and/or remotely for advising appointments. See above for instructions related to setting up your **Locations**.

9. Set your dates for availability using the tab at the bottom (**Start/End Date**)
10. Include any instructions you wish to attach to these availability hours
11. Click **Submit** to save your Office Hours

STEP 2: Communication to Advisees

In order to arrange advising appointments, you'll need your personal **Starfish Scheduling Link**. To find that, follow these steps:

1. Log into [Starfish](#)
2. Click the menu icon to the left of Starfish in the top right corner



3. Click your name to access the **Edit Profile** menu option
4. Scroll down to the section that says **Link to Schedule an Appointment with Me**
5. Click the link to **copy URL to the clipboard**
6. You can now paste that link into your Moodle page, an email to your advisees, etc.
7. Please see below for a general template for an email to your advisees inviting them to make their appointment

Sample Email to Advisees to Make an Appointment

SAMPLE #1:

It's time to set your advising appointment for Spring '22! To do so, please click the following link **[Insert your Starfish Scheduling Link HERE]** and select a time and meeting mode that works with your schedule. Please take the following steps to attend your appointment:

1. Prepare your draft course schedule for the Spring; email that to me no less than 24 hours in advance of our appointment (please use attached form). This is a fillable pdf- just complete, attach to an email and send to me.
2. Attend your appointment at your scheduled time. If you selected a virtual advising meeting, click on our zoom link **[Insert Zoom Link here]** when it is time for your appointment. If you are a little early, I'll keep you in the "waiting room" until the student before you completes their appointment. KEEP THIS EMAIL so that you have the Zoom link.
3. Bring any questions you might have- I'm happy to chat!

In order to ensure you get the classes you need and want, it's important to get advised right away. Returning students should be registered for their spring schedules by **November 16th**.

Here is some helpful information re: [Student Advising & Registration Dates](#). Please review. Here is a link to the [Spring 2022 Schedule of Classes](#). Thanks and see you soon!

<https://www.potsdam.edu/about/offices/registrar/class-schedules/class-schedule-department>
<https://www.potsdam.edu/about/offices/registrar/class-schedules/class-schedule-department>

SAMPLE #2:

Subject: Advising for Fall 2021

Hello,

Here's my somewhat long message about officially setting up appointments for Spring 2022 advising and course registration. (If you don't need to register for classes here next semester, please disregard this, and take it simply as me wishing you a wonderful day. You're still welcome to grab an appointment if you'd like, to talk about grad school, career options, or literally anything else) Registration officially begins on DATE and goes through DATE, depending on your class year (see <http://www.potsdam.edu/offices/registrar> for specific dates).

If you're familiar with the whole registration process, it would be excellent if you could look through BearDen, figure out what courses you need, spend some time with the course schedule, and have an idea of what you might take next semester. Of course, I'll be happy to give you whatever help you need to figure out your schedule, but if there's any advance work you could do before our appointment, that would be greatly appreciated. If you only have a minor in psychology, you're not required to meet with me, but I'd still be happy to set up a time with you if you'd like. All advising appointments will be over Zoom (<https://potsdam-edu.zoom.us/j/9102387206>).

Here are a couple of files you may find helpful (but they're definitely not required). They're fillable PDFs, and they'll help you keep track of all the information you'll need to set up a schedule and register:

1. registration worksheet: <https://tinyurl.com/y5ouv8dp>
2. course scheduling worksheet: <https://tinyurl.com/y6g58am5>

To set up an appointment, please click the following link, select a time that works with your schedule, and click Save. You will receive an e-mail confirming the appointment time and details. If *none* of the times I have offered work for you, please let me know, and we'll figure something out.

Scheduling_Link from Starfish

Thank you!

SAMPLE #3:

Subject: Advising for Spring 2022

Hi, **Name**.

I hope you're doing well.

I wanted to check in about registering for classes for Spring 2022. I've sent a couple of advising messages, but as of this evening, you haven't scheduled an appointment. (I'm sure you've been getting tons of e-mail from your professors, and it's likely my message accidentally got buried. Totally understandable.)

If you're planning on taking classes here in the spring, it would be great if you could dig out that message and pick an advising time that works for you – I'd love to make sure you can sign up for classes as soon as possible. (If you're not coming back in the spring, please let me know, and I'll stop sending you these messages.) You could also send me times you're available over the next week or so, and we can figure out an appointment some other way.

Link to schedule an appointment with me:

SCHEDULE LINK FROM STARFISH

As always, please let me know if there's absolutely anything I can do to help you out. Stay healthy and be well.