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.
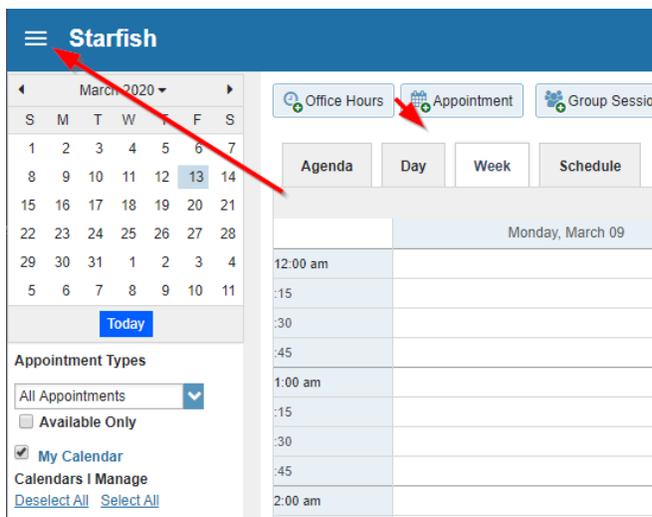
2. A left menu bar will open. Click your name to open additional menu options.
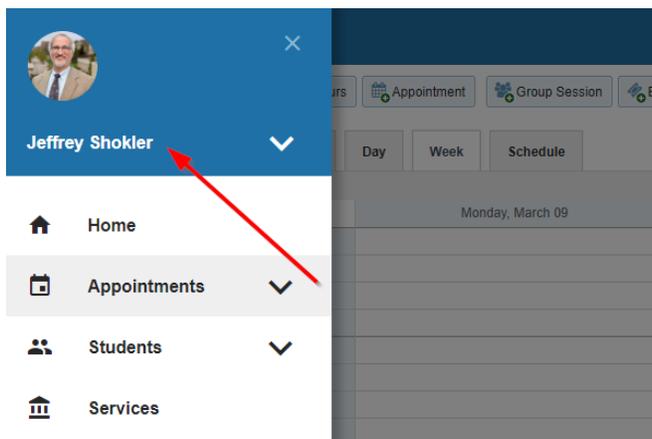
3. Click the "Appointment Preferences" menu option to open the Appointment Preferences page. The "My Locations" configuration options are located mid-

way down the page. Click the "Add Location" button to add additional locations(s) (e.g. phone, virtual options) as needed.
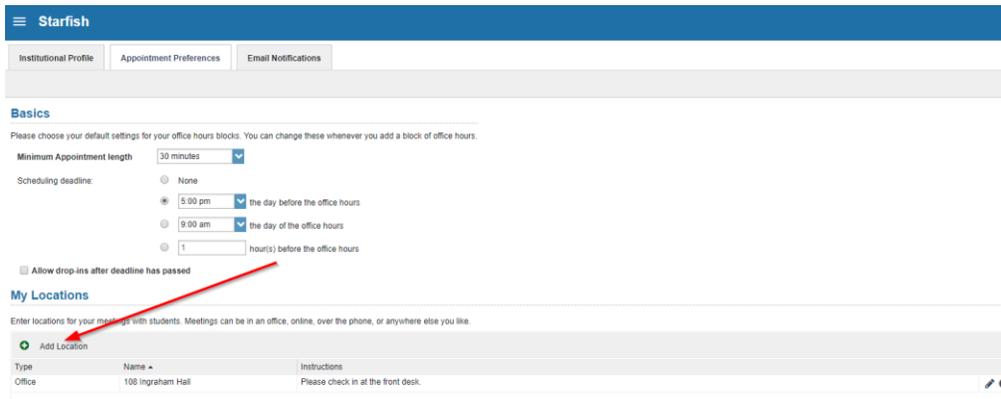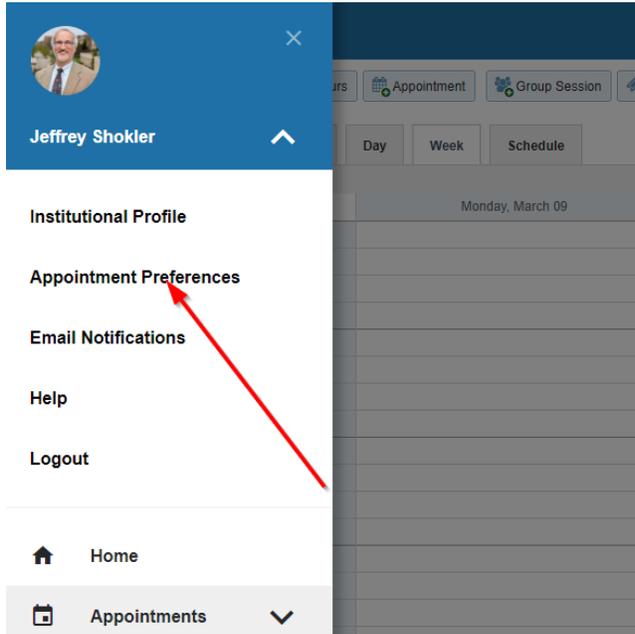
MY LOCATIONS

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)

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

➕ Add Location

Type	Name ▲	Instructions
Office	108 Ingraham Hall	Please check in at the front desk.
Online	Microsoft Teams	You will receive an e-mail from me containing a link (URL) for our Teams meeting.
Phone	Phone Call	When scheduling, please provide the number (###-###-####) at which you would like me to call you.

5. Select the location **Type**

Add Location

✱ Type	[dropdown]
✱ Name	*Please enter details describing the location.*
Instructions	*Please enter instructions for the location.*

✱ Required fields   Never Mind   Save
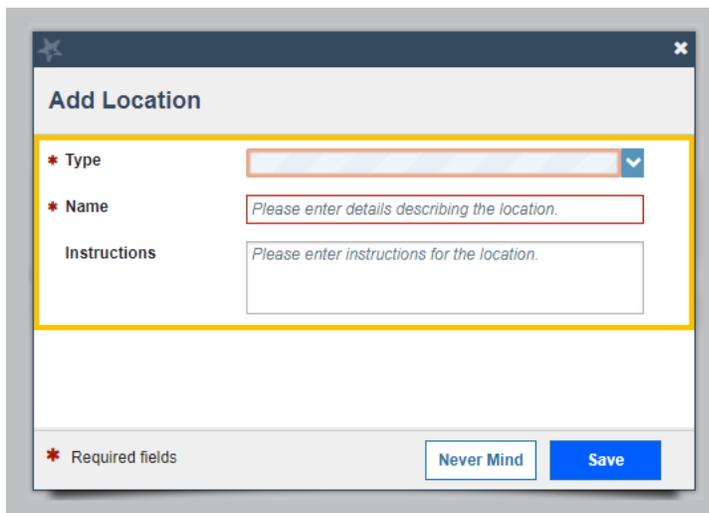
6. Enter the most obvious, student-friendly version of your location under **Name**.
   - Check in with your team to determine a consistent format for listing locations. Ask yourself – how do students think of this location? For example:
     - 333 East Campus Mall
     - 333 ECM
     - 333 East Campus 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.