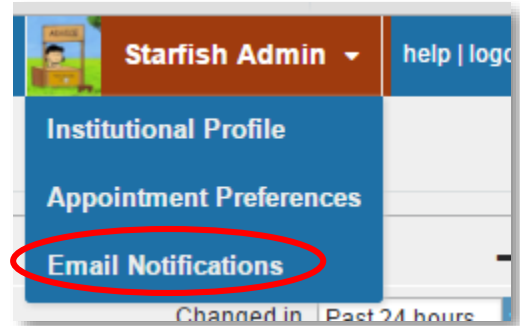


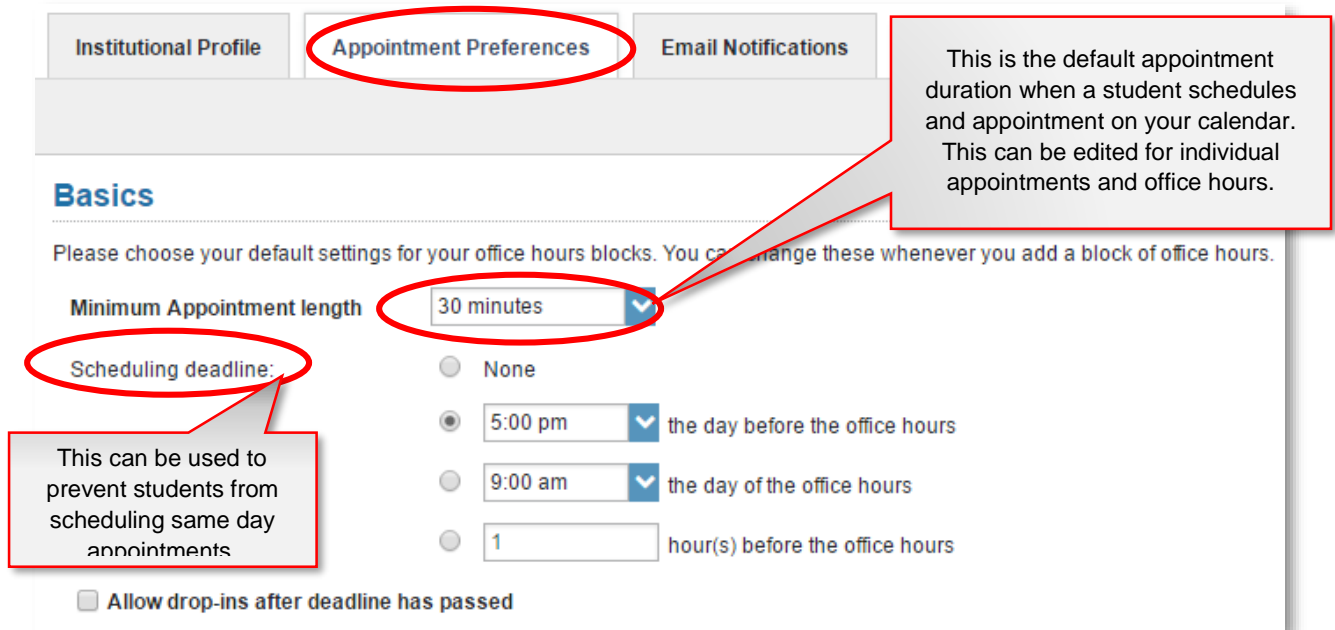
## Managing Appointment Preferences in Starfish

Starfish offers many customizations and settings to allow faculty & staff to choose their availability. Setting up your preferences will allow a more user friendly experience for those accessing your calendar in Starfish.

1. Click on the arrow by your name to choose the “Appointment Preferences” option.



2. Setting preferences:
  - a. In the **Basics** section, set your **Minimum Appointment length** and **Scheduling deadline**. Choose lengths from 15 min. up to a few hours and deadlines at a time on the day before, day of, or hours before your scheduled office hours.

A screenshot of the 'Appointment Preferences' section in Starfish, specifically the 'Basics' sub-section. The page has three tabs: 'Institutional Profile', 'Appointment Preferences' (which is selected and circled in red), and 'Email Notifications'. Below the tabs, the 'Basics' section is titled. A note explains: 'Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.' The 'Minimum Appointment length' is set to '30 minutes' in a dropdown menu, which is circled in red. A callout box points to this dropdown with the text: 'This is the default appointment duration when a student schedules and appointment on your calendar. This can be edited for individual appointments and office hours.' Below this, there are radio buttons for 'Scheduling deadline:' (circled in red). The options are: 'None', '5:00 pm the day before the office hours' (selected), '9:00 am the day of the office hours', and '1 hour(s) before the office hours'. A callout box points to the 'Scheduling deadline:' label with the text: 'This can be used to prevent students from scheduling same day appointments'. At the bottom, there is a checkbox labeled 'Allow drop-ins after deadline has passed'.

Questions? Please contact [advising@radford.edu](mailto:advising@radford.edu)

## Managing Appointment Preferences in Starfish

b. In the **My Locations** section, choose your default locations for appointments when you add office hours to your calendar. You can create multiple locations to easily choose from later.

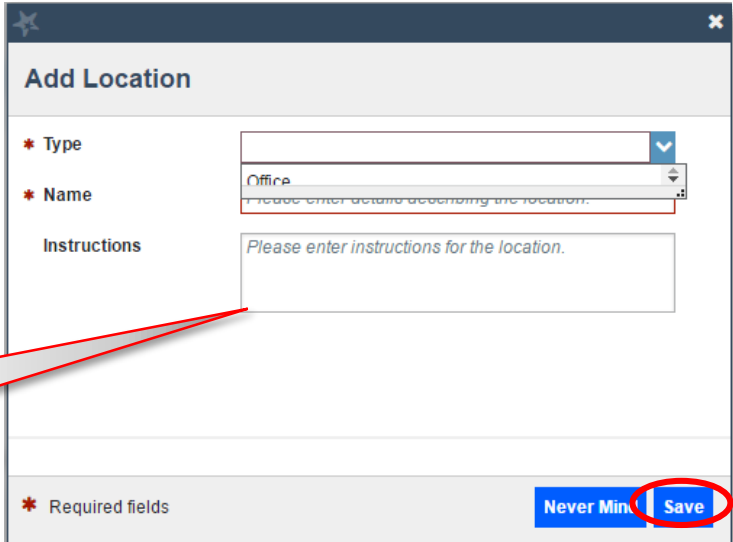
### My Locations

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

		
Type	Name ▲	Instructions
Office	103 Walker Hall	
Office	Morris Hall	Park in lot B.

To add a new location choose **“Add Location”**, choose appointment **type** from the dropdown menu, enter a **name**, **instructions** if you like, and click **“Save”**.

Instructions can be a good location to give students additional information needed for online appointments. (E.g. Skype ID, or meeting link)



The form titled "Add Location" contains the following fields:

- Type**: A dropdown menu with "Office" selected.
- Name**: A text input field with "Office" entered and a placeholder "Please enter details according to the location."
- Instructions**: A text input field with a placeholder "Please enter instructions for the location."

At the bottom right, there are two buttons: "Never Mind" and "Save". The "Save" button is circled in red.

c. In the **Calendar Managers** section, you can have another Starfish user edit and add to your calendar.

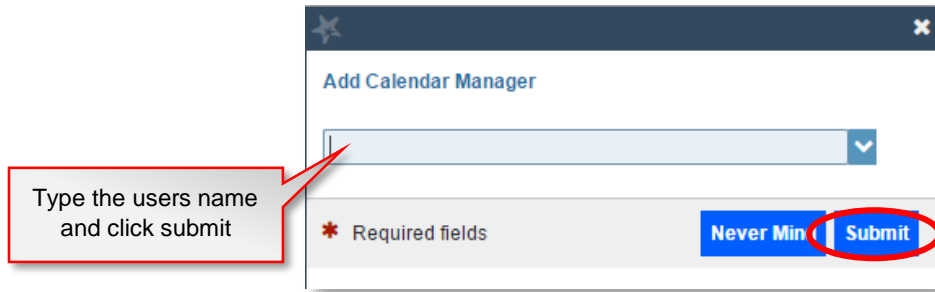
### Calendar Managers

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

	
Calendar Manager ▲	

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## Managing Appointment Preferences in Starfish



The screenshot shows a web form titled "Add Calendar Manager". It features a text input field for a user name, a "Required fields" indicator with a red asterisk, and two buttons: "Never Mind" and "Submit". The "Submit" button is circled in red. A red callout box on the left contains the text "Type the users name and click submit" with an arrow pointing to the input field.

3. Finally, be sure to click **Submit** again, in the bottom right-hand corner, when finished with all 3 sections of the **Appointment Preferences** page.



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