Add a Group Session

Group sessions allow you to create blocks of time in which a specified number of students can meet with you as a group. The steps are similar to adding office hours but include selections that are specific to group sessions.

1. Click the Add Group Session button from the Home page or Appointments page.

This opens the Add Group Session form.

2. Enter a Title (name) for this group session. Students will see this name when they view your calendar.

3. Select When? the group session will occur and select the recurrence (e.g. Repeats every 1 week).

4. Use the What time? fields to enter the start and end time for the group session.

**Important Note:**

Once the group session is saved, you will not be able to edit the days on which the session occurs or the type of frequency (e.g. weekly) but you will be able to edit how often the block recurs (e.g. 1 week vs. 2 weeks) and the specific times.

5. Select Where? meetings will be held. To add additional locations options, go to the Appointments Preference page of your profile. Only one location can be selected for a group session.
6. Select the **reason** associated with this group session. Reasons listed are those associated with the Appointment Types your role has permission to add. If you don’t find the reason you expected, contact your Starfish administrator.

7. Enter **how many students** (maximum) can sign up for the session.

8. If students should be able to see the names of other students who have signed up for the session, check the box labeled “Allow students to see other students who have signed up”.

9. If this group session should be limited to students in the same course/course section, check the box labeled “Support supplemental instruction”. When this option is checked, participants will be limited to the course/course section selected by the first student who signs up.

**Important Note:**
The supplemental instruction option is most often used with Tutoring Service Calendars. The restriction may be either course or course section based (e.g. restricted to Biology 101 students, or to Biology 101, section 02 students). This depends on options your Starfish administrator set for the appointment type associated with your group session reason. Contact your Starfish Admin to learn more about this option.

10. Use the **Instructions** box for information that should be shared with students who sign up.

11. Click the **Start/End Date** tab to designate a time frame for the group session if it recurs (as set in step 3 above). For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.

12. Click the **Submit** button at the top or bottom of the form to save your Group Session.
Edit or cancel a group session

Existing group sessions will display on your Agenda tab within the Appointments section of Starfish.

Edit a group session

1. Hover over the group session icon 🛍️ to open the group session pop up card.

2. Click Edit on the pop up card. You can edit the frequency of recurrence, time of day, location, reason, number of participants, visibility of students, instructions and the series start/end date.

Note: You cannot edit the days or the nature of the recurrence (e.g. weekly). Some changes are prevented after students have signed up.

3. Click the Submit button to save your Edit Group Session form.

Cancel a group session

1. Hover over the group session menu icon 🛍️ to open the group session pop up card.

2. Select Cancel, “The entire series” to cancel all occurrences of the group session. You will be prompted to confirm the date from which to cancel the series, and can add a note that will be included in an email to those whose sessions are canceled.

3. Click the Submit button to cancel the group session series.
Cancel a single occurrence of a group session

You can cancel an individual occurrence of a group session series from the Day tab of the Appointments section of Starfish. Use the mini calendar on the left to select the desired day.

1. Hover over the edit icon associated with the group session for the selected day.

2. Select Cancel, “Just this one” from the Group Session pop up card to cancel session for the selected day.

3. You will be prompted to confirm the cancellation, and can add a note that will be included in an email to those whose session is canceled.

   🔄 Best Practice: include an explanation and provide guidance on how to reschedule a session or connect to other available resources.

4. Click the Submit button to delete the group session occurrence.
Manage group session participants

You can add or remove participants in an individual group session using the Manage Participants link on the Day view of the group session.

1. Select Manage Participants.

2. Search for a student by typing his/her name into the Add participant field, then click the Add button to add the student to the list of participants.

Repeat this process for each student you want to add.
To remove a participant, click the delete icon ( ) associated with the student’s name under the Tools column.

3. When you are finished with your participant updates, click the Submit button to save your changes.

Reserve time on your calendar

Use the Reserve Time option to show time on your calendar as unavailable to avoid creation of an appointment during that time.

1. Click the Reserve Time button from the action bar on your Home page or Appointments page.

2. Fill out the Reserve Time form to include a description of the reserved block, the date and time of occurrence. If the block recurs each week, use the “Repeat Weekly Until” checkbox to indicate a weekly recurrence, and select the end date for the block using the date picker provided.

3. Click the Submit button to add the reserved time to your calendar.