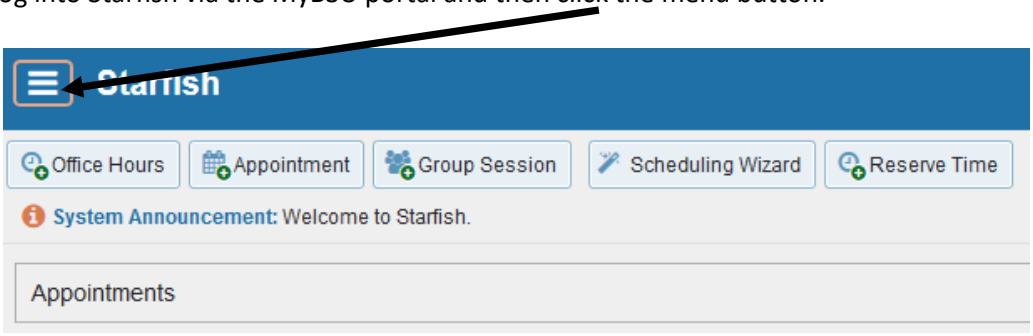
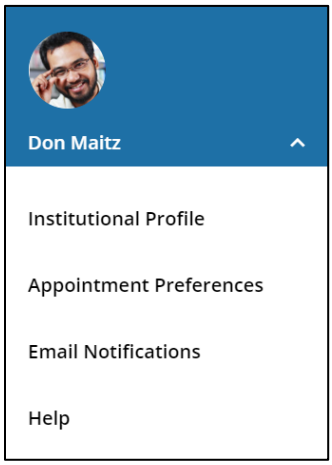
Starfish Guide: Profile Set Up

Personalize your profile

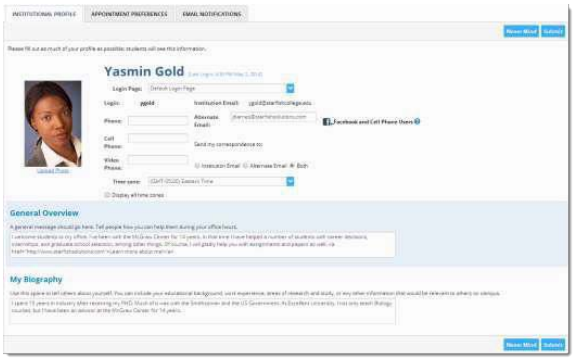
Log into Starfish via the MyBSU portal and then click the menu button.



Then click on your name in the top left corner of your Starfish **Home** page to open your **Profile.** Your profile has three tabs: **Institutional Profile**, **Appointment Preferences** and **Email Notifications**.



Edit Institutional Profile

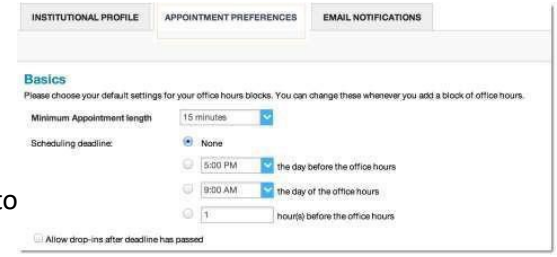


1. Your faculty/staff I.D. photo has been uploaded, but you can upload a different photo of yourself by using the “Upload photo” link.
2. Update any contact information you want that is not pre-populated.
3. Write a description about yourself in the **General Overview** and **My Biography** fields.

   This is the information that students see when making an appointment with you. A photo and personal information helps students put a face to a name and perhaps feel more comfortable reaching out for help.
4. Click the **Submit** button at the top or bottom of the page to saveyour updates.

Edit Appointment Preferences

This tab defines defaults related to how students can interact with your office hours. Set your preferences before you begin adding Office Hours.



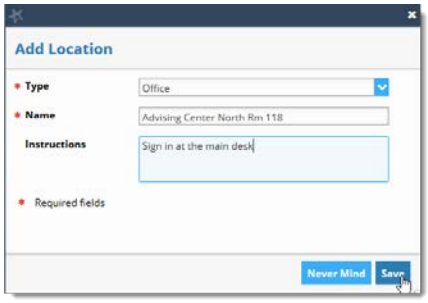
1. Select a value for **Minimum Appointment Length**. This will be used as the default when you set up Office Hours
2. Select a radio button and specify the specific value to define your **Scheduling Deadline**. The deadline is imposed based on the start time of any office hour blocks vs.an individual time slot. If set to 'None,' a student may schedule an appointment with you right up to the time slot.
3. Check the box to "**Allow drop-ins after deadline has passed**" if you wish to include a note in your calendar letting students know that they cannot schedule, but can walk in to your office after the scheduling deadline has passed.

Add Locations

Add all possible meeting locations, including physical offices, phone numbers, or anywhere else you might want to meet with students. When you build your calendar availability/add Office Hours, you will select which of these locations apply to each set of hours.

1. Click Add Location.

2. Select the type of location, enter a descriptive name and enter any relevant instructions. Students will see this information when scheduling an appointment for office hours that have been designated for this location.
3. Click the Save button.
4. Repeat this process to add any additional meeting locations.



Use the edit icon (✎) to the right of any location in your list to make changes. Use the delete icon (⊗) to the right of any location to remove it.

Add Calendar Managers

A Calendar Manager is a Starfish user who can see and edit another user's Starfish calendar.

Note: BSU does not have any calendar managers at this time.

Save Appointment Preferences

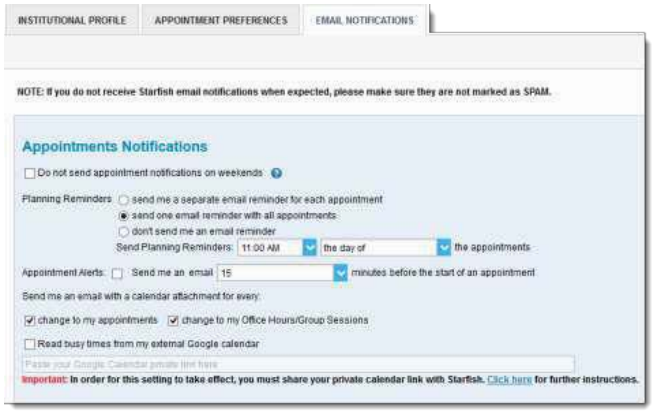
When you have made all desired edits to your **Appointment Preferences**, click the **Submit button** at the bottom or top of the Appointment Preferences tab to save your changes.

Edit Email Notifications preferences

You can set preferences for email sent to you from Starfish for Appointments and Tracking Items (e.g. flags).

Verify Appointment Notification settings

Specify if and when you wish to receive and of the following:



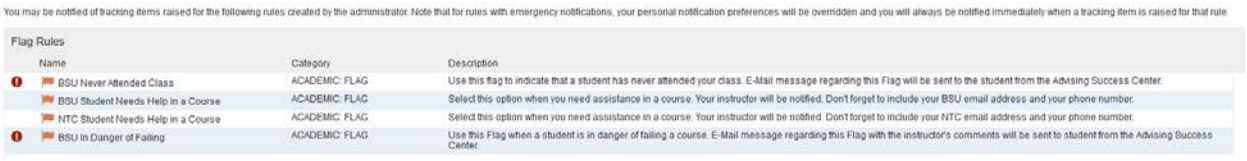
- **Planning Reminders**: Receive optional email reminder(s) sent separately for each of the day's appointments, in one email, or not at all. Specify the date and time for reminders.
- **Appointment Alerts**: Receive an optional email reminder sent a certain number of minutes before the start of an appointment.
- **Calendar Attachments**: Receive emails with calendar attachments for schedule

It his highly recommended to keep both *change to my appointments* and *change to my Office Hours/Group Sessions* attachment options checked. This ensures that your external calendar (e.g., Outlook) receives all of the latest information from your Starfish calendar.

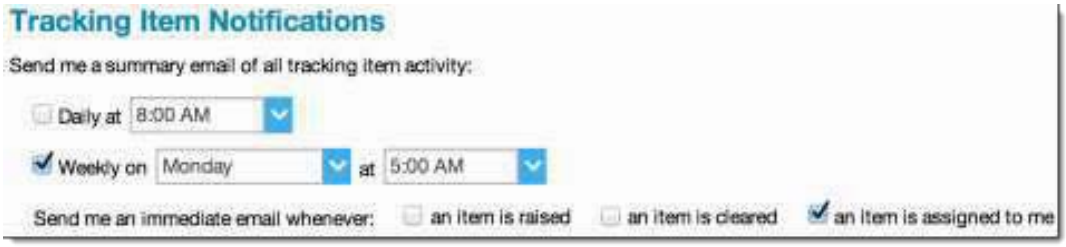
- **Read busy times from my external Exchange calendar:** If you have shared your Outlook calendar with Starfish, busy times from your external Google or Exchange calendar can be displayed in Starfish.

Update Tracking Item Notifications

Your Starfish administrator has determined which items you will be emailed. Items that may trigger an email to you are listed in the Flag Rules table below your notification options.



Customize how you receive those emails including whether you will receive your notifications as a summary email of all recent activity or as individual email for each item. Items marked with the emergency notification icon (❗) will be sent when raised regardless of your settings.



1. Select either the **Daily** or **Weekly** summary option to receive one email at the frequency specified with all relevant activity since the previous summary. Specify the time of day (for daily) or day of week and time of day (weekly).
2. Select the checkbox if you want an immediate individual email to be sent to you when an item is raised, when an item is cleared, and/or when an item is assigned to you.

Save Email Notification preferences

Click the **Submit** button in the top or bottom right of the Email Notifications page.