# Your Profile

Click your name to open your Starfish Profile. Update your info for:

**Institutional Profile:** Contact information, photo, bio. (info students see).

**Appointment Preferences:** Appt. defaults, Locations, Calendar Managers.

**Email Notifications**: Appt. email (iCals) and tracking item email options.

# Office Hours

Select **Office Hours** to create single or recurring set of office hours.

Tips on completing the **Add Office Hours** form:

**Title:** Displays on your calendar to distinguish sets of office hours.

**Where**?: Options are added via Profile > Appointment Preferences tab.

**Office Hour Type:** If you are using a Kiosk, use Scheduled and Walk-ins.

**Appointment Types:** Use to limit an office hour block to one meeting type i.e. Advising.

 **Edit/Cancel a series** of office hours from the **Agenda** view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.

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| Important Note: |
| Once an office hour block is saved, you will ***not*** be able to edit weekdays on which it occurs or type of frequency (i.e. weekly). |

**** **Edit/Cancel individual occurrences** from the **Day** view of the calendar. Hover over this icon to display a pop up card from which you can take additional actions.

# Progress Surveys

Select the **Outstanding Progress Survey** link on the Starfish **Home** page.

Check the boxes presented for each desired item/ student combination.

Click the comments icon () to add notes.

Click the information icon ()to verify whether the student can view the flag.

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| Important Note: |
| Don’t click **Submit** until you’re done! You cannot modify a submitted survey. Use S**ave Draft** if you aren’t ready to submit your survey.  |