Starfish | Student Success Platform

SUNY NEW PALTZ

Starfish Updating Pre-Existing Office Hours

Welcome to Starfish® @ SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level and help improve student success and persistence.
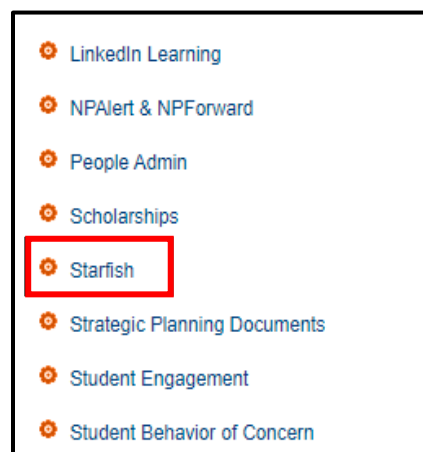
Everyone has a role in student success at SUNY New Platz!

Helping our students be successful is a team effort. Depending on your role within the institution, however, you will likely have very specific priorities and goals in mind when you think about how best to support your students. Starfish works with all members of our institution to address their specific needs.

Getting started is easy!

Log in Directions:

1. Sign in to my.newpaltz.edu.
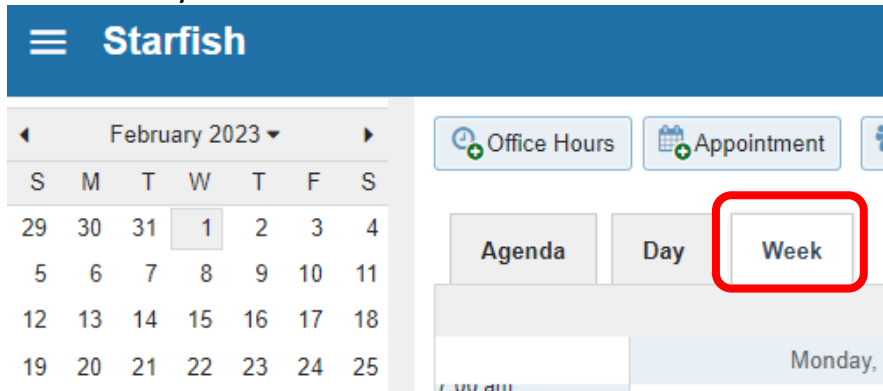2. Click "Starfish" Link under "Resources" (left-hand side).

Starfish will automatically display all students that you have been assigned or are enrolled in your courses. From there, you can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.
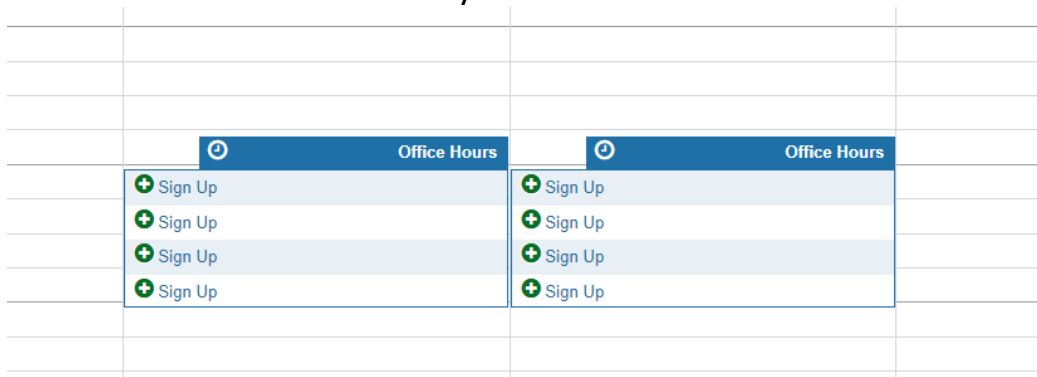
Updating Pre-Existing Office Hours in Starfish

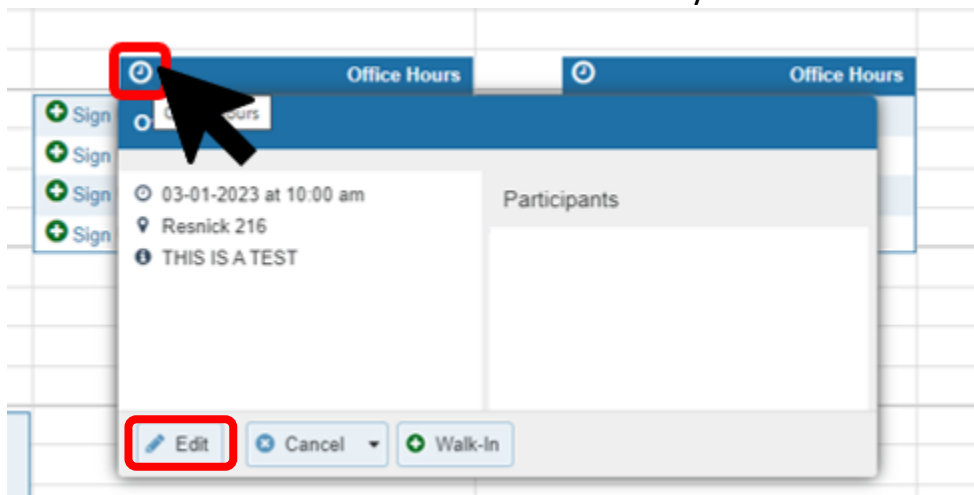Follow these steps to update pre-existing Office Hours in Starfish:
1. Log into Starfish
2. Click the **menu** button ☰
3. Select the **Appointments** option
4. Make sure you are on the **Week** tab

5. Find the block of office hours you wish to edit

4. Hover over the clock of the office hour block you wish to edit with your mouse

5. From the pop-up box that appears, click **Edit**
6. From here, you can edit any office hour information you need to.
7. Once edited, click **Submit**

Repeat this for additional office hour blocks you may have.