Starfish | Student Success Platform

SUNY NEW PALTZ

Updating Your Office Hour Locations

Table of Contents

Welcome to Starfish ® at SUNY New Paltz!

Starfish is an easy-to-use platform that gives you the opportunity to connect on another level to help improve student success and persistence.

Everyone has a role in student success at SUNY New Paltz!

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 best when all members of our institution work together to address students' specific needs.

Getting started is easy!
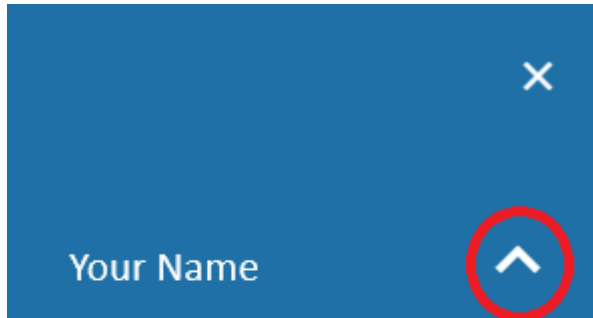
Login Directions:

1. Sign in to my.newpaltz.edu
2. Click the "Starfish" link under "Resources" (left-hand column)

Starfish will automatically display all your assigned advisees and students enrolled in your courses. You can raise alerts (flags, kudos, & referrals) about students, review alerts that have been raised about your students, and provide additional information.

Updating Your Office Hour Locations

Updating Location Before Setting up Your Office Hours

1. Log into Starfish
2. Click the **menu** ☰ button
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**

4. Scroll to the **My Locations** section
5. Click **"+ Add Location"**
   a. Complete **Location Type** and **Location Name** and click **Add Location** to finalize

6. Or to edit your existing location:
    a. Click the **three dots** next to the location you wish to edit. From the menu that pops up, click **Edit**.

    b. Update the information you see in the box that pops up to the correct location information and click **Edit Location** to finalize

Edit Location

*Location Type

Office ▾

*Location Name

Provide a Location Name

Location URL

Provide a Location URL

Instructions

Provide instructions to students for this location, if any.

100 characters max

EDIT LOCATION

7. Click **Save Changes** at the bottom of the page (don't forget this step)
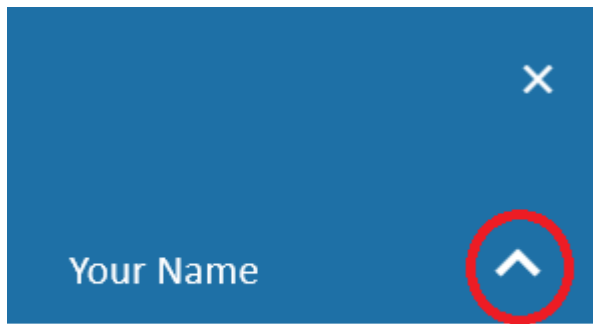
You are now ready to create your office hours with your updated office hour location(s).

Updating Location of Office Hours That Have Already Been Setup

(Note: This involves two easy parts)

PART ONE

1. Loc into Starfish
2. Click the **menu** ≡ button
3. Click the arrow next to your name – from the drop-down menu, click **Appointment Preferences**

4. Scroll to the **My Locations** section
5. Click **"+ Add Location"**
   a. Complete **Location Type** and **Location name** and click **Add Location** to finalize

Add Location

*Location Type

Select a Location Type ▾

*Location Name

Provide a Location Name

Location URL

Provide a Location URL

Instructions

Provide instructions to students for this location, if any.

100 characters max

ADD LOCATION

6. Click **Save Changes** (don't forget this step)

PART TWO

1. Click the **menu** ☰ button
2. Click **Appointments**
3. From the Week tab, locate your office hour block(s)

4. Hover over the clock with your mouse. From the pop-up box that appears, click **Edit**

5. Under the **Where?** section, you will see your new location
6. Un-check your old location and add a checkmark to your new location
7. Click **Submit**

Repeat this for additional office hour blocks you may have.