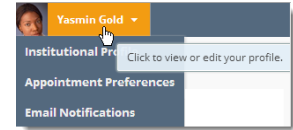# Starfish Quick Look

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.
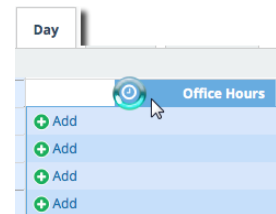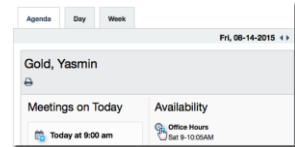

Office Hours

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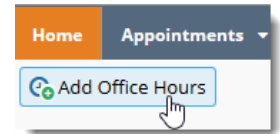
- **Edit/Cancel a series** of office hours from the **Agenda** view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.

- **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.
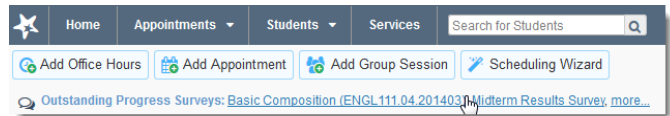

> **Important Note:**
> Once an office hour block is saved, you will **not** be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).

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 (ℹ️) to verify whether or not the student can view the flag.

> **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.