**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.

- **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 the student can view the flag.

**Important Note:**

Don’t click **Submit** until you’re done! You cannot modify a submitted survey. Use **Save Draft** if you aren’t ready to submit your survey.