## Starfish – Faculty Guide How to Set Office Hours



South Texas College is using the Starfish Early Alert system as a communication tool between faculty, support staff, and students. To optimize Starfish as an Early Alert System, Faculty are reminded that they must set up their office hours and location in Starfish so that students and support staff can make contact with them. The following instructions were developed to help faculty set up their Starfish office hours:

**Step one:** Visit the Starfish website at <u>https://academicaffairs.southtexascollege.edu/starfish/</u> and click on the blue login button. A login screen will pop up and add your STC credentials



Step two: Your Starfish home page should appear. Please click on the hamburger menu.

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**Step three:** Click on the drop-down arrow located by your name. Then click on Appointment Preferences. This process may have been completed if you have already set up your profile.

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**Step four:** Scroll down to add your office information in the "My Locations" section. Multiple locations can be added. Hit Save Changes once they have been added.

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Office Phone	Phone				
Instructions 956-872-1954					
Zoom Link	Elsewhere				
Instructions Zoom link provided once registration is complete.					
Blackboard	Online				
Instructions Blackboard Classroom					

**Step five:** Setting up office hours: Click on the hamburger menu (3 lines on the top left corner) Click on the "Appointments" tab, and then select "Office Hours". Pop-up of Office Hours will open and fill out completely.

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**\*NOTE**: Please do not forget to **set** an "**End Date**" for your office hours. It is recommended that faculty select "End of the Term" (Semester) to avoid any issues setting up new office hours for the following semester.

Shannon Perales Starfish Administrator

**23** Questions?

We're here to help, reach out to Starfish today! Email: starfish@southtexascollege.edu Phone: (956)872-8363



