

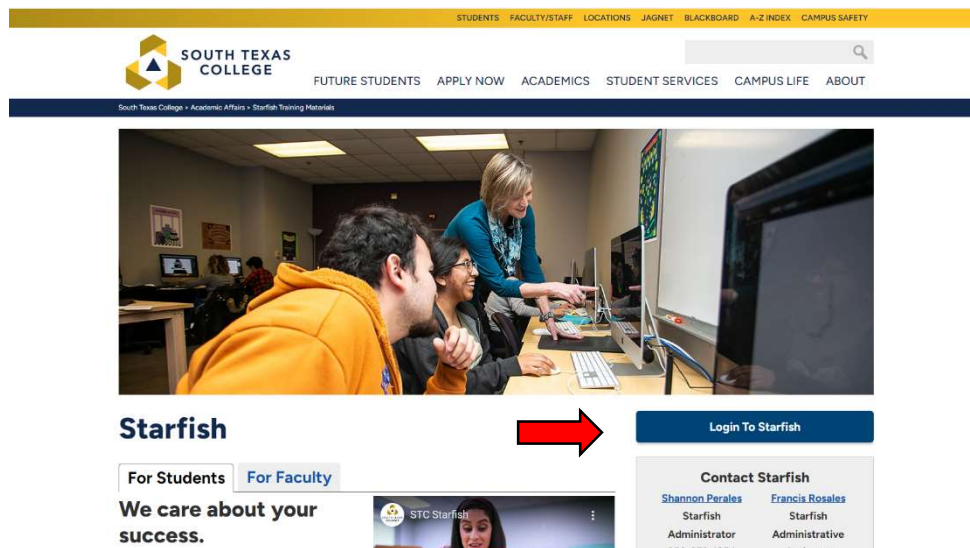
Starfish – Faculty Guide

How to Set Office Hours

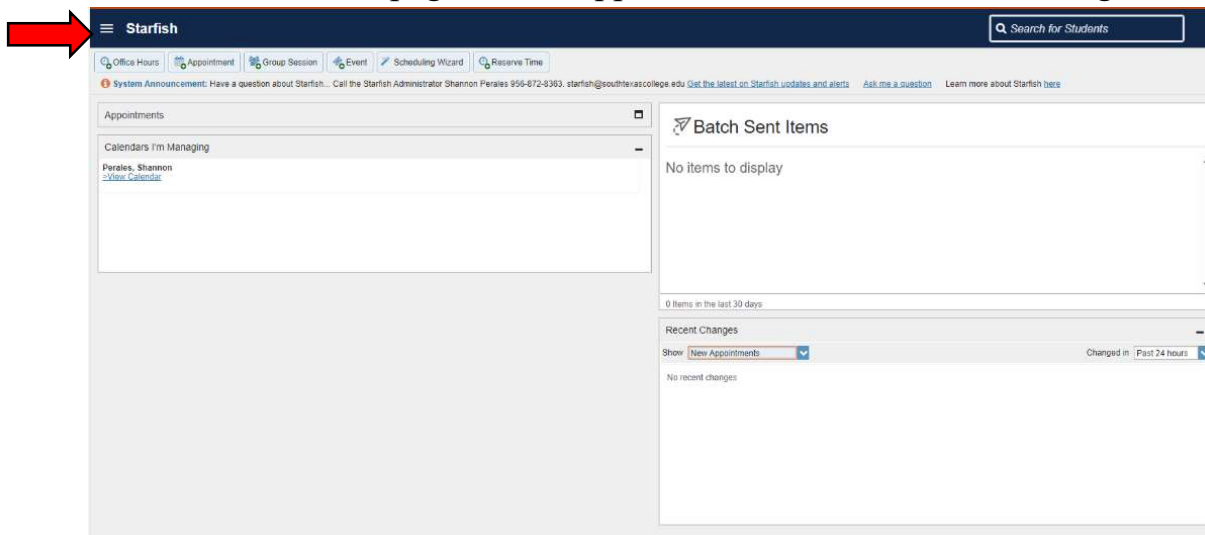


South Texas College is using the Starfish Early Alert system as a communication tool between faculty, support staff, and students. To optimize Starfish as an Early Alert System, Faculty are reminded that they must set up their office hours and location in Starfish so that students and support staff can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

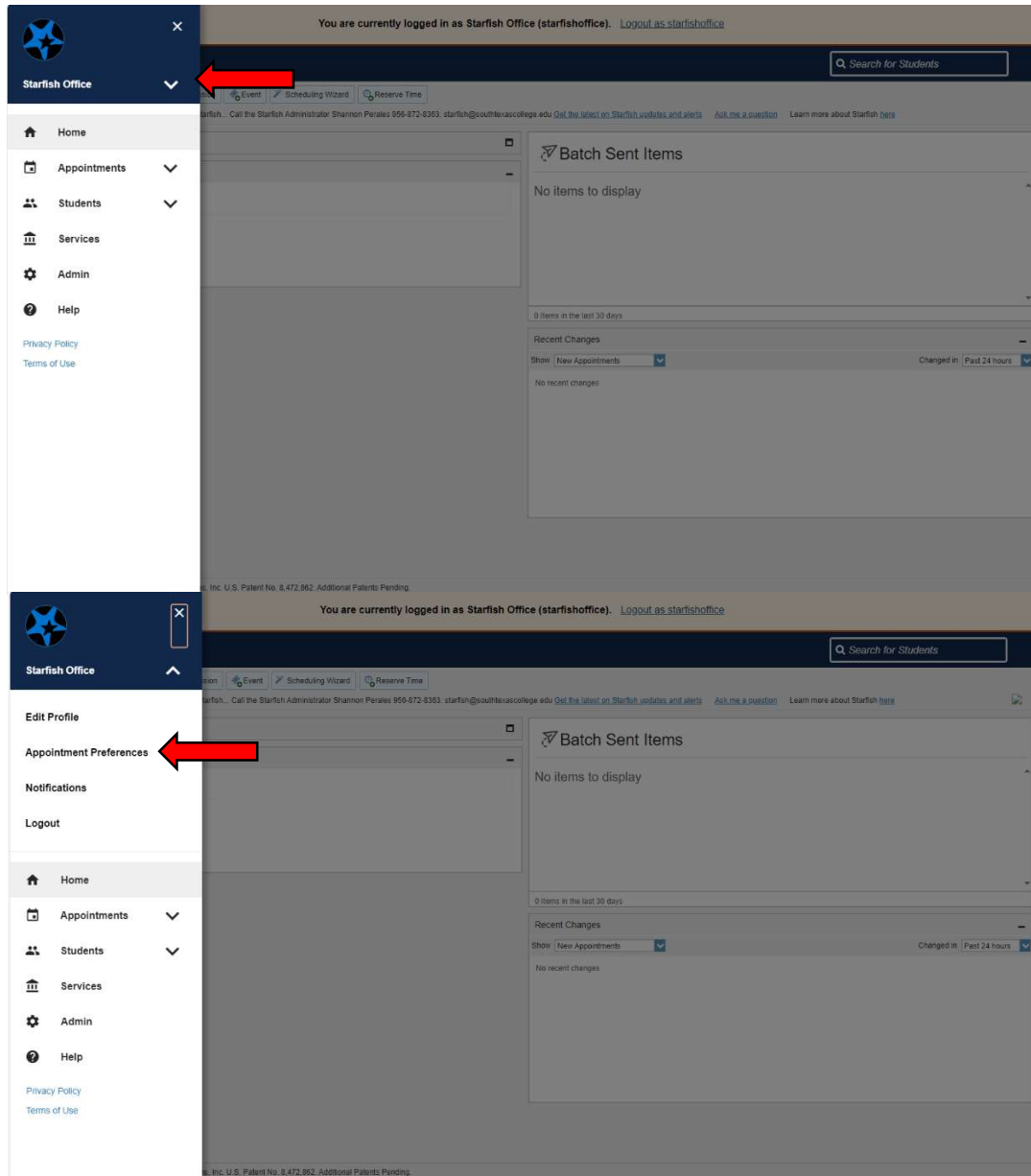
Step one: Visit the Starfish website at <https://academicaffairs.southtexascollege.edu/starfish/> and click on the blue login button. A login screen will pop up and add your STC credentials



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



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.



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.

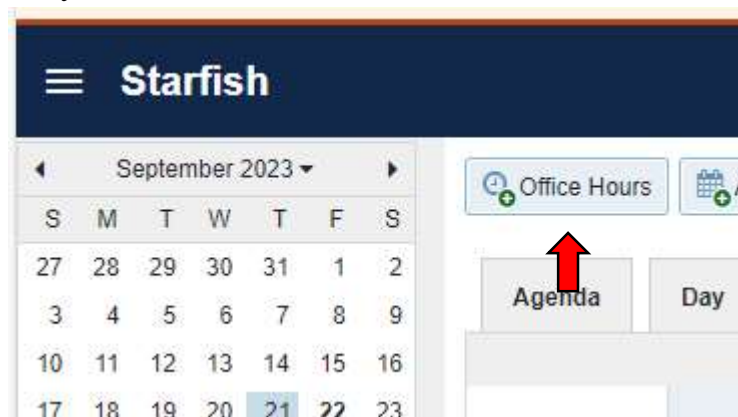
My Locations

Customize your appointment locations.

[+ Add Location](#)

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

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.



Add Office Hours Never Mind Submit

*** Calendar** My Calendar

*** Title**
Title displays for students. We recommend 35 characters or fewer.

*** What day(s)?** Weekly Repeats every 1 week(s)
Repeat on: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

*** What time?** to

*** Where?** ☒ Pecan Campus Building X Suite 105

*** Office hours Type** Scheduled And Walk-Ins
Take either scheduled appointments or walk-ins

*** How long?** 15 minutes minimum appointment length
15 minutes maximum appointment length

*** Appointment Types** Select the types of meetings you will have in these office hours.
☐ Distance Learning, Online Services ☐ Faculty Advisor
☐ Guided Pathways Specialist ☐ Registration
☐ STC Student Events ☐ Starfish Assistance

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

*** Required fields** Never Mind Submit

Instructions Start/End Date

Start Date:

End Date: End of Term Fall 2023

*** Required fields** Never Mind Submit

***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



We're here to help, reach out to Starfish today!

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