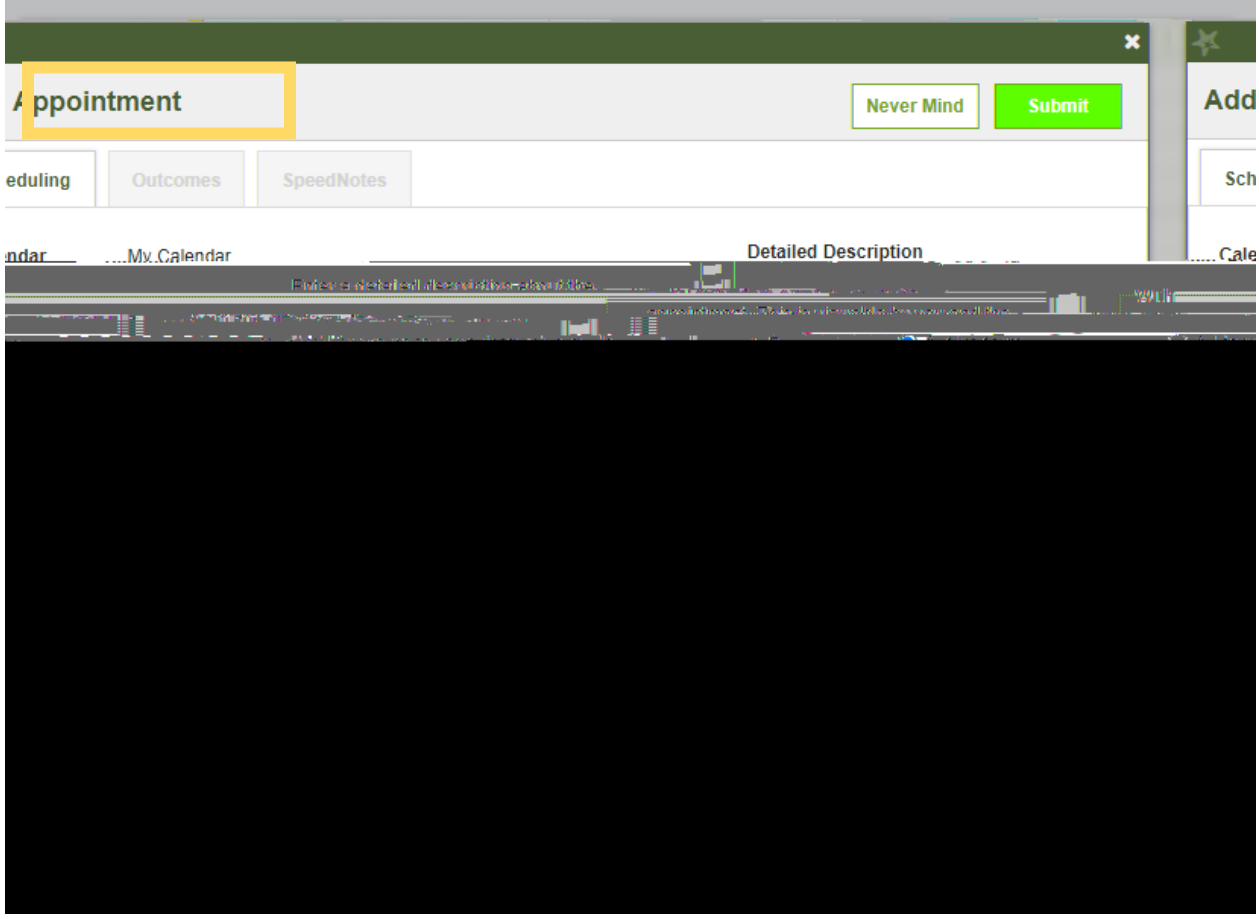



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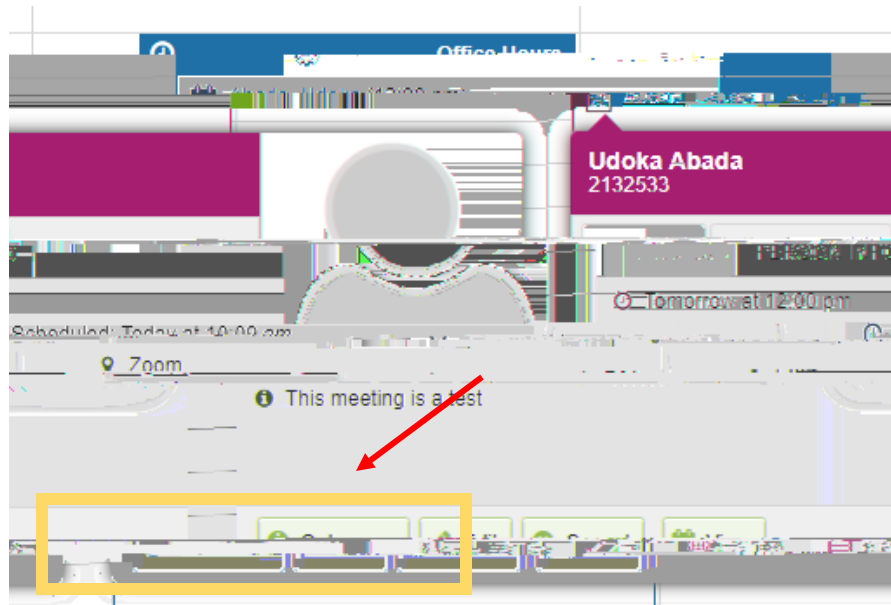
3. In the **People in** field, select the appropriate **Term** for the student.
4. In the **Student** dropdown, enter the student ID number. Starfish will find matching students with whom you have a relationship. Select the appropriate student from the list.
5. If you used the **Appointment** method instead of the **Sign-Up** method, specify **When** the meeting will take place (date, start time, end time).
6. Select the **Location** in the **Where** dropdown list. You may see options such as Student Services, Zoom, and Telephone.
7. Select a **Reason** for the meeting. The reasons available are based on the student you selected and the _____ that the institution or department/program have created for you.
8. If _____ to the meeting, select a **Course** from the list presented.
9. Select the appropriate **Sharing** settings for this appointment.
10. Enter a **Detailed Description** (displayed on the right-hand side) which will be emailed to you and the student.
11. Select **Submit**. The appointment will be displayed on your _____ and _____ channel. Additionally, the appointment, along with the detailed description displays on the **board**

Manage Appointments

To view and manage existing appointments, you can navigate to your **Day** or **Week** view. Once there, you simply click on the calendar icon on your calendar and the **Appointment** pop up card will display (as shown below). In this pop card, you can edit or cancel an upcoming appointment and add or edit the outcome details. If configured on your Starfish system, you may be able to use **SpeedNotes** to document common outcomes.



1. Hover over the





This step should be completed once the appointment with the student is officially over. This step allows you to document your interaction with your student appointment.

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