

## How do I access Starfish?

When you access Starfish for the first time the Office Hours Setup Wizard appears. You need to complete this information so that students will be able to see the times you can meet.

1. Log in to Blackboard.
2. Click the Starfish logo located on My JCHS Blackboard tab. (Shown in Figure 1)



Figure 1

3. When accessing Starfish for the first time you will be presented with the Office Hours Setup Wizard. (Shown in Figure 2)

**NOTE:** You can choose to bypass the office hours wizard by deselecting the option to **Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours.**

The Office Hours Setup Wizard form is displayed within a black-bordered box. It has a title "Office Hours Setup Wizard" and a sub-header "If your office hours don't repeat weekly, [click here.](#)". Below this is a motivational message: "Go ahead and get started by adding one time block for now! You can always add more later." The form is divided into three numbered sections. Section 1, "What day(s) do you have office hours?", includes checkboxes for M, T, W, T, F, S, and S. Section 2, "What time are your office hours?", has two input fields: "Enter Start Time" and "Enter End Time", separated by a "to" label. Section 3, "Where are they?", includes a "Type:" dropdown menu with "in an office" selected, a "Details:" input field for "Enter an office location", and an "Instructions:" input field with "Knock once and enter". At the bottom, there is a checked checkbox for "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours" and two yellow buttons: "Close" and "Set up Office Hours".

Figure 2

4. Fill out the information in the wizard to set up office hours. All fields must be completed.

**NOTE:** Students view office hours and sign up for appointments through their Starfish homepage and **See available appointments.**

5. Click **Set up Office Hours.**