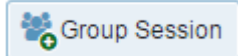


Advisor f5. Create a Group Advising Session

1. Access [Starfish](#) through:
 - a. [myCourses](#) by clicking the **Starfish button** or the hyperlink
 - b. [SIS](#) by clicking the **Starfish tile** on the Teaching, Advising & Support page



2. From the Starfish homepage, click the navigation **Menu**  in the upper left corner of the screen and click **Appointments**



3. Click **Group Session**
4. In **Title** enter a name for the advising session. *Students will be able to see this so be sure it is clear, i.e. Student Group Advising, Group Session, Group Advising*
5. In **When?** select the frequency of the sessions and the date.
 - a. Depending on what you select you will need to update the meeting pattern.
6. In **What time?** set up the start time and end time for the meeting block.
7. In **Where?** select the location.
8. In **Reason** select a reason from the list. NOTE: The student will have to select the same reason when they schedule themselves into a group meeting.
9. In **How many students?** enter the maximum number of students that can sign up for the session.

A screenshot of the "Add Group Session" form. The form has a title bar with "Add Group Session" and "Cancel" and "Submit" buttons. The form fields include: "Title" (text input with "Group Session"), "When?" (frequency dropdown with "Once" selected and a date input with "11-01-2018"), "What time?" (start and end time text inputs), "Where?" (radio buttons for "555-555-5555" and "John Doe's Office" (selected), with a note "Please check in at the front desk."), "Reason" (dropdown menu with "Select a reason..." and a red info icon), and "How many students?" (text input). Below these fields are two checkboxes: "Allow students to see other students who have signed up" and "Support supplemental instruction" (with a note: "Restrict the session to students in the same section or course. Note that the selected reason controls whether restriction is limited to the same course or section."). At the bottom, there are tabs for "Instructions" and "Start/End Date", a text area for instructions, and a "Required fields" section with "Cancel" and "Submit" buttons.

10. Check the box next to **Allow students to see other students who have signed up** if you would like the students to see who else has signed up for the session.

Note: As students sign up for the group session, the advisor will receive an email update to the Outlook meeting. The email will say "New Participant" and list all of the current participants as well as the newly added participant.