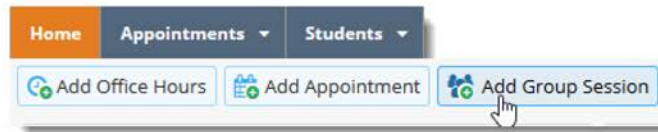


Add a Group Session

Group sessions allow you to create blocks of time in which a specified number of students can meet with you as a group. The steps are similar to [adding office hours](#) but include selections that are specific to group sessions.

1. Click the **Add Group Session** button from the **Home** page or **Appointments** page.



This opens the **Add Group Session** form

 A screenshot of the 'Add Group Session' form. The form has a title bar with a star icon and a close button. The title 'Add Group Session' is in blue, and there are 'Never Mind' and 'Submit' buttons in blue. The form contains several fields:

- Title:** A text input field containing 'Calculus Workgroup'.
- When?:** A dropdown menu set to 'Weekly' and a 'Repeats every:' field set to '1' week(s).
- Repeat on:** Radio buttons for days of the week: Mon (checked), Tue, Wed, Thu, Fri, Sat, Sun.
- What time?:** Two time input fields: '11:00 AM' and '12:00 PM'.
- Where?:** Two radio button options:
 - Advising Center North Rm 118
sign in at the front desk
 - Virtual Conference Room
Dial 887-000-1444 and use your student ID as the pass code.

2. Enter a **Title** (name) for this group session. Students will see this name when they view your calendar.
3. Select **When?** the group session will occur and select the recurrence (e.g. **Repeats every 1** week).
4. Use the **What time?** fields to enter the start and end time for the group session.

Important Note:

Once the group session is saved, you will not be able to edit the days on which the session occurs or the type of frequency (e.g. weekly) but you will be able to edit how often the block recurs (e.g. 1 week vs. 2 weeks) and the specific times.

5. Select **Where?** meetings will be held. To add additional locations options, go to the [Appointments Preference](#) page of your profile. Only one location can be selected for a group session.

Reason supplemental instruction

How many students? 6

Enter the maximum number of students that can sign up for the session.

Allow students to see other students who have signed up

Support supplemental instruction

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.

INSTRUCTIONS **START/END DATE**

These will be sent to anyone who makes an appointment

Submit your discussion responses by Friday at noon

Never Mind Submit

6. Select the **reason** associated with this group session. Reasons listed are those associated with the [Appointment Types](#) your role has permission to add. If you don't find the reason you expected, contact your Starfish administrator.
7. Enter **how many students** (maximum) can sign up for the session.
8. If students should be able to see the names of other students who have signed up for the session, check the box labeled "Allow students to see other students who have signed up".
9. If this group session should be limited to students in the same course/ course section, check the box labeled "Support supplemental instruction". When this option is checked, participants will be limited to the course/course section selected by the first student who signs up.

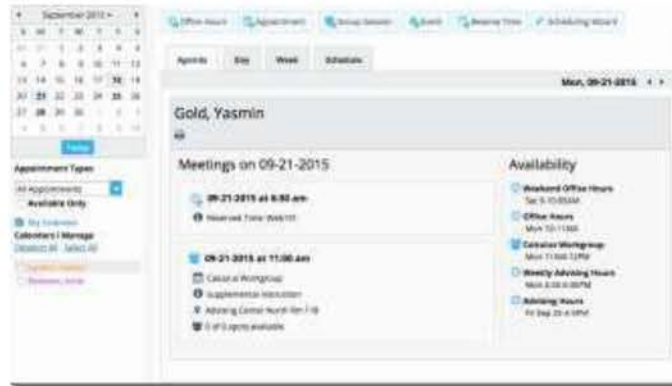
Important Note:

The supplemental instruction option is most often used with Tutoring Service Calendars. The restriction may be either course or course section based (e.g. restricted to Biology 101 students, or to Biology 101, section 02 students). This depends on options your Starfish administrator set for the [appointment type](#) associated with your group session reason. Contact your Starfish Admin to learn more about this option.


10. Use the **Instructions** box for information that should be shared with students who sign up.
11. Click the **Start/End Date** tab to designate a time frame for the group session if it recurs (as set in step 3 above). For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.
12. Click the **Submit** button at the top or bottom of the form to save your Group Session.

Edit or cancel a group session

Existing group sessions will display on your **Agenda** tab within the **Appointments** section of Starfish.



Edit a group session


1. Hover over the group session icon () to open the group session pop up card.
2. Click **Edit** on the pop up card. You can edit the [frequency](#) of recurrence, [time of day](#), [location](#), [reason](#), [number of participants](#), [visibility of students](#), [instructions](#) and the series [start/end date](#).

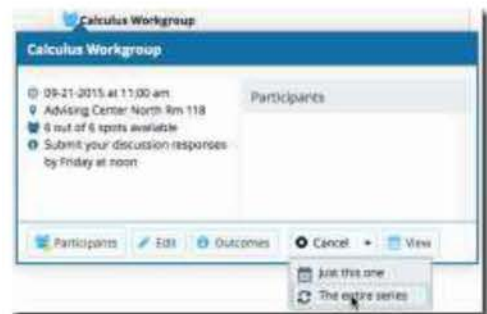


Note: You *cannot* edit the days or the nature of the recurrence (e.g. weekly). Some changes are prevented after students have signed up.

3. Click the **Submit** button to save your **Edit Group Session** form.


Cancel a group session

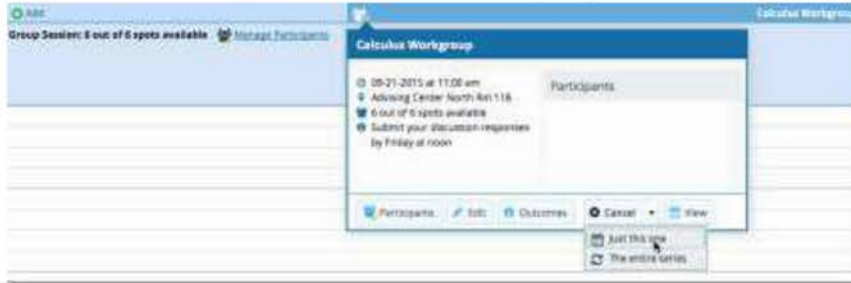
1. Hover over the group session menu icon () to open the group session pop up card.
2. Select **Cancel**, "The entire series" to cancel all occurrences of the group session. You will be prompted to confirm the date from which to cancel the series, and can add a note that will be included in an email to those whose sessions are canceled.
3. Click the **Submit** button to cancel the group session series.




Cancel a single occurrence of a group session

You can cancel an individual occurrence of a group session series from the **Day** tab of the **Appointments** section of Starfish. Use the mini calendar on the left to select the desired day.

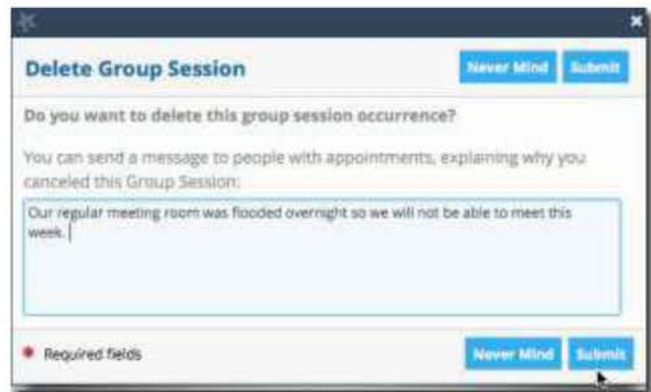
1. Hover over the edit icon associated with the group session for the selected day ().



2. Select **Cancel**, “Just this one” from the Group Session pop up card to cancel session for the selected day.
3. You will be prompted to confirm the cancellation, and can add a note that will be included in an email to those whose session is canceled.

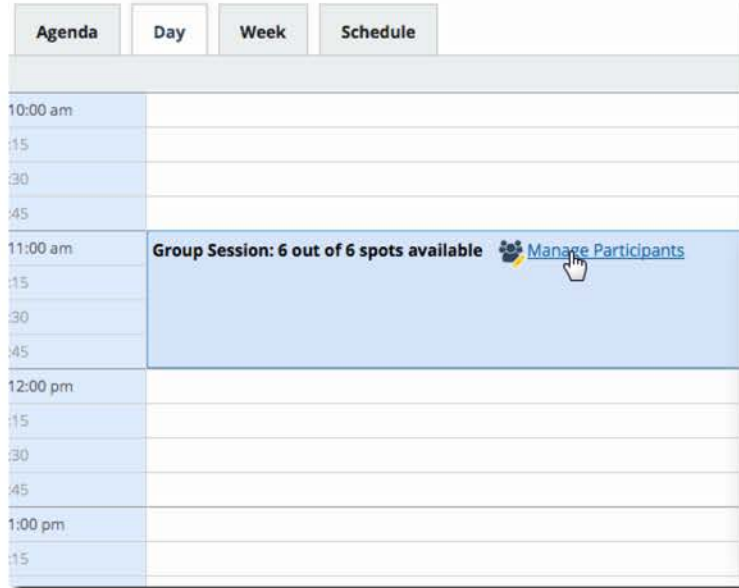
 **Best Practice:** include an explanation and provide guidance on how to reschedule a session or connect to other available resources.

4. Click the **Submit** button to delete the group session occurrence.

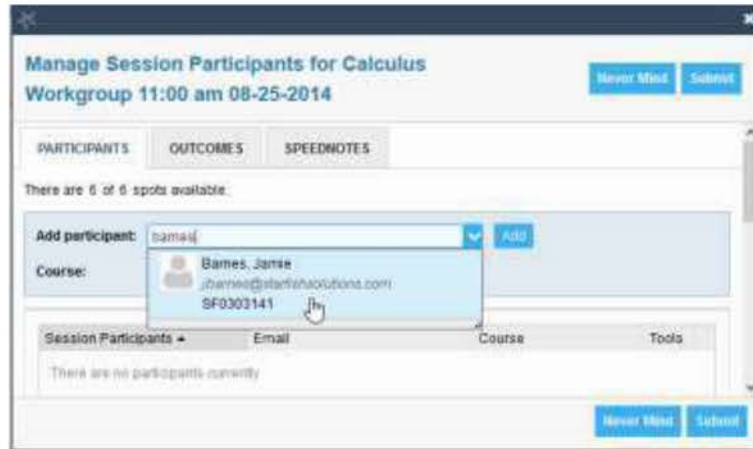


Manage group session participants

You can add or remove participants in an individual group session using the **Manage Participants** link on the **Day** view of the group session.

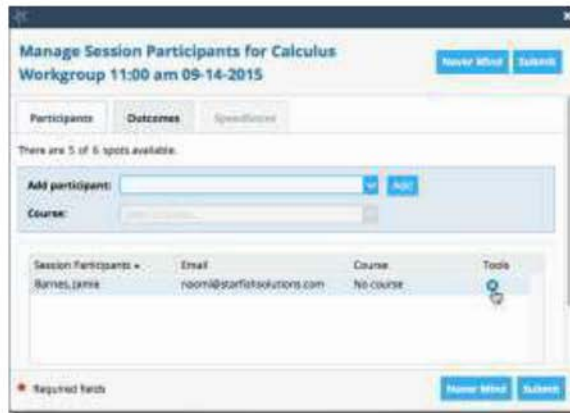


1. Select **Manage Participants**.
2. Search for a student by typing his/her name into the **Add participant** field, then click the **Add** button to add the student to the list of participants.



Repeat this process for each student you want to add.

To remove a participant, click the delete icon () associated with the student's name under the **Tools** column.



3. When you are finished with your participant updates, click the **Submit** button to save your changes.