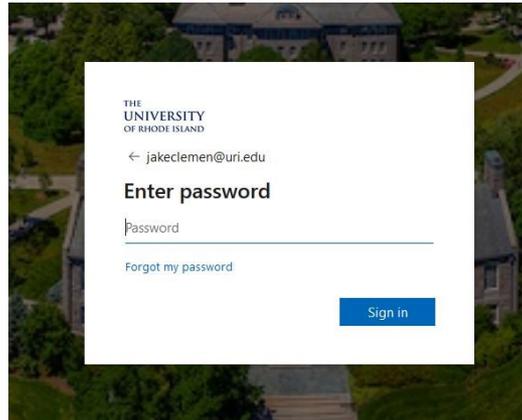


# Syncing Your Starfish and Google Calendars



# How to Login to Starfish

- [Starfish Login Page](#) <<<< Click here
- Use your single sign-on credentials (URI email and Microsoft 365 password).
- Detailed instructions for setting this up can be found here:  
<https://web.uri.edu/its/office-365>.
- You can find other resources and the link to the login page at  
<http://uri.edu/starfish>



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# Contents

## 1. Syncing *from* Google *to* Starfish (slides 4-12)

- this feature allows you to import to Starfish events listed on your google calendar, blocking appointment availability during those times

## 2. Syncing *from* Starfish *to* Google (slides 13-15)

- this feature allows you to import to Google calendar meetings and appointment blocks listed on your Starfish calendar

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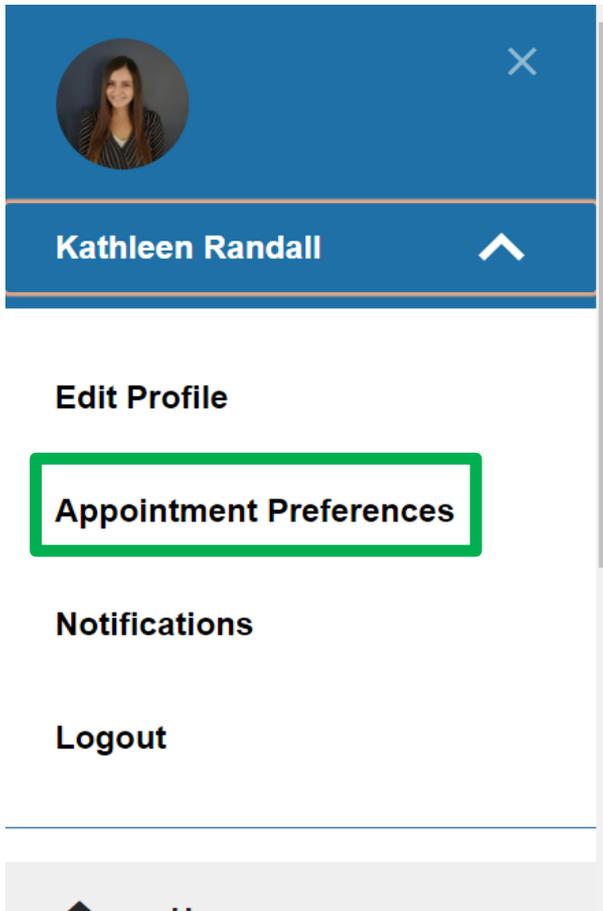
# Important Note Before Beginning

Once your Google calendar and Starfish calendar are linked, your Starfish calendar will begin reading “busy times” from Google. Starfish will not allow you to add something to your calendar if it conflicts with a “busy time.”

For ease, we recommend inputting your office hours in Starfish for the semester **first**, then link your Google calendar.

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# Navigating Your Settings



To begin, click the main menu in the upper left of your Starfish homepage.

From there, click the white arrow to the right of your name and from the drop down menu click, **Appointment Preferences.**

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# Syncing *from* Google *to* Starfish

## Starfish Calendar Sync

Select options to sync **from** your Starfish Calendar **to** your External Calendar

Email me calendar attachments for every:

- Appointment change
- Change to my Office Hours and Group Sessions

## External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

## Google Calendar Sync

**▲ Important:** You must share your private calendar link below with Starfish.

[Click here](#) for further instructions.

- Allow Starfish to read busy times **from** my Google Calendar

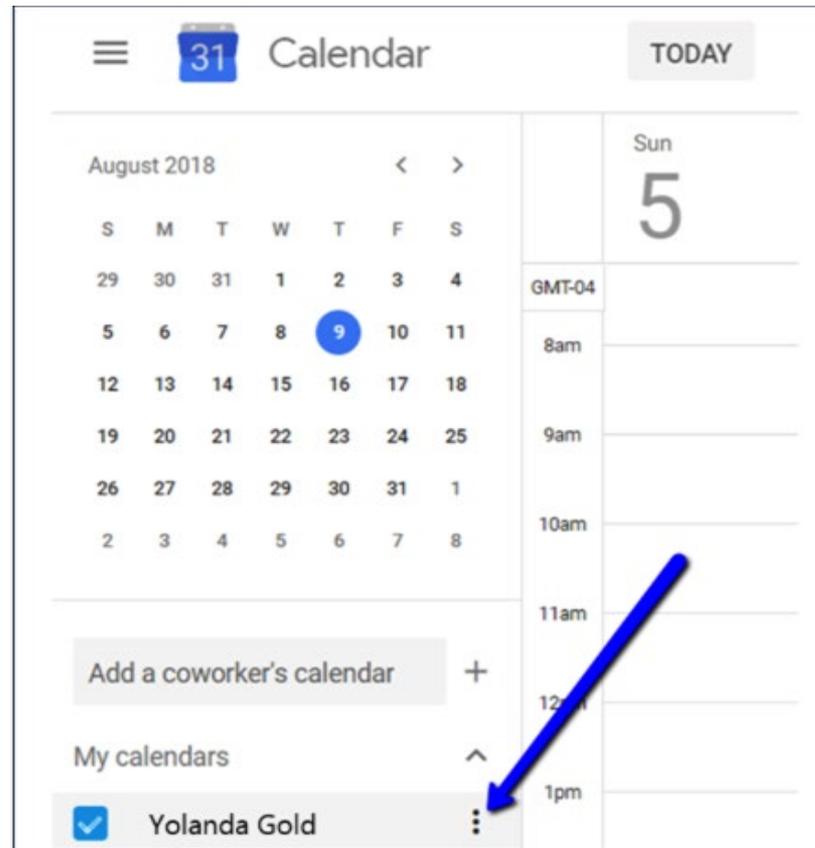
On that page, scroll down to find the check box stating **Allow Starfish to read busy times from my Google Calendar.**

For this to work, you need to click the check box, and then copy and paste your google calendar secret iCal link into the box.

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# Getting Your Secret Link

Open your Google Calendar in a new tab. In your Google Calendar, click on [the menu](#) to the right of the calendar you want to share.



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# Getting Your Secret Link

The screenshot shows a calendar application interface. At the top, there is a hamburger menu icon, a date indicator for '31', the word 'Calendar', and a 'TODAY' button. Below this is a calendar grid for August 2018, with the 9th of the month highlighted in blue. To the right of the calendar is a vertical timeline for Sunday, August 5th, with time slots from 8am to 1pm. Below the calendar is a section for 'My calendars' with three items: 'Yolanda Gold' (checked), 'Birthdays' (checked), and 'Reminders' (checked). A plus sign icon is next to the 'Add a coworker's calendar' button. A context menu is open over the plus sign, with 'Settings and sharing' highlighted in a blue box.

From that menu,  
select **Settings**  
and **Sharing**.

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# Getting Your Secret Link

Secret address in iCal format

.....



Use this address to access this calendar from other applications without making it public.

Warning: You should not give the secret address to other people. [Learn more](#)

You can reset this address and make the current one invalid.

Reset

Scroll down to the **Integrate Calendar** section and locate the [Secret address in iCal format](#). If the field does not display a URL, click **RESET** to generate one. Copy this link, and head back to Starfish.

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# Wrapping Up

Paste the secret iCal link into the **box**, then click **Save Changes** in the lower right-hand corner of the screen!

## External Calendar Sync

Sync busy times **from** your External Calendar **to** your Starfish Calendar

### Google Calendar Sync

**▲ Important:** You must share your private calendar link below with Starfish.

[Click here](#) for further instructions.

Allow Starfish to read busy times **from** my Google Calendar

Paste Google Calendar Link

[CLEAR CHANGES](#)

**SAVE CHANGES**

# The Results

Agenda	Day	Week	Time Scale <input checked="" type="radio"/> 5 day <input type="radio"/> 7 day		04-12-2020 to 04-18-2020	
	Monday, April 13	Tuesday, April 14	Wednesday, April 15	Thursday, April 16	Friday, April 17	
10:00 am		 [Redacted] (10:00 am)		 [Redacted] (10:00 am)		
:15						
:30						
:45						
11:00 am	Item brought in from Google Calendar 	 PASS Coach Meeting (11:00 am)	 [Redacted] (11:00 am)			
:15						
:30						
:45						
12:00 pm				 Office Hours		Block of office hours created in Starfish 
:15				 Sign Up		
:30				 Sign Up		
:45		 [Redacted] (12:30 pm)		 Sign Up		
1:00 pm		 [Redacted] (1:00 pm)				
:15						
:30						
:45						
2:00 pm	 [Redacted]	 NSP Staff Meeting (2:00 pm)	 [Redacted]		 Starfish/URI Monthly Check-in Meeting (1:30 pm)	
:15						
:30						
:45						
3:00 pm						

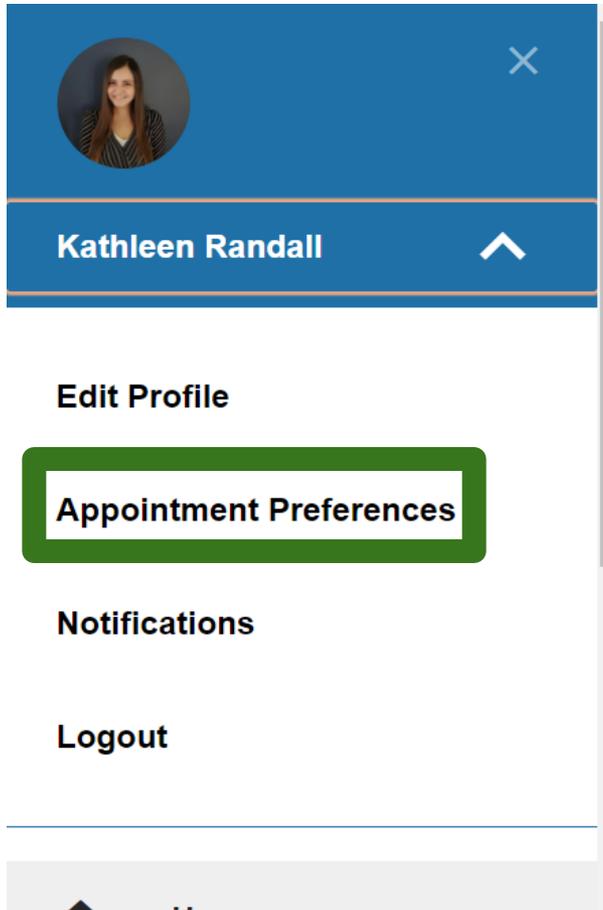
# Important Notes

Resetting your secret iCal address between semesters will ensure best results. *To do this, use the reset feature in your Google calendar settings (refer to slide 9) and paste the new secret iCal address into Starfish at the beginning of each semester by following the steps provided (refer to slides 5-11).*

This helps prevent an issue that comes up periodically where Starfish and Google unsync.

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# Navigating Your Settings



To begin, click the main menu in the upper left of your Starfish homepage.

From there, click the white arrow to the right of your name and from the drop down menu click, **Appointment Preferences**.

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# Syncing *from* Starfish *to* Google

If you would like **appointments** and/or **office hours** in Starfish to sync to your Google calendar, check the appropriate boxes in your notification settings.

## Calendar Sync

Sync calendar items between your external calendar to your Starfish calendar

---

### Starfish Calendar Sync

Select options to sync from your Starfish Calendar to your External Calendar

Email me calendar attachments for every:

- Appointment change
- Change to my Office Hours and Group Sessions

### External Calendar Sync

Sync busy times from your External Calendar to your Starfish Calendar

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# Important Notes

Checking these boxes means you will be emailed calendar invites for appointments and/or the office hours you have listed in Starfish. Each student that schedules with you will cause a new email calendar invite to be sent.

*You must accept* these invites or Google's security settings will eventually begin blocking them from displaying on your Google calendar.

Accepting these invites determines whether they will keep displaying on your Google calendar. Students do not receive notifications of whether you accept/decline these calendar events.

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## Having a Starfish problem?

Send us an email at [starfish@etal.uri.edu](mailto:starfish@etal.uri.edu) and we would be more than happy to help!