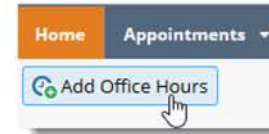


## Add Office Hours

The **Add Office Hours** option is meant for setting up a recurring block of time on a regular pattern such as weekly or daily at a certain time. If you want to set up a group of Office Hours that are less structured, use the [Scheduling Wizard](#).

1. Click the **Add Office Hours** button on your Starfish **Home** page or **Appointments** page.



This opens the **Add Office Hour** form.

 A screenshot of the 'Add Office Hour' form. The form has a title 'Add Office Hour' and two buttons: 'Never Mind' and 'Submit'. The form fields are:
 

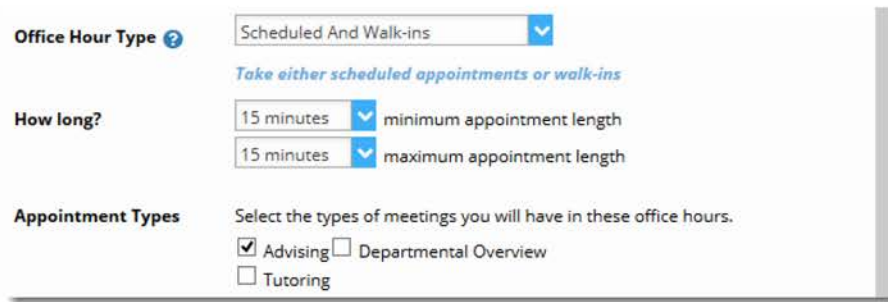
- Calendar:** My Calendar
- Title:** Dr. Gold's Major Advisor
- What day(s)?** Every Tues. and Thurs. (dropdown menu)
- Repeats every:** 1 (dropdown menu) week(s)
- Repeat on:**  Mon  Tue  Wed  Thu  Fri  Sat  Sun
- What time?:** 9:00 AM to 11:30 AM
- Where?:**
  - Note:** You may select more than one location to give students a choice.
  - 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 block of time. Students will see this name when they view your calendar. The title will also help your or others managing your calendar identify different types of office hours.
3. Select **What day(s)?** and indicate any recurrence (e.g. **Repeats every** 1 week).
4. Use the **What time?** fields to enter the start and end time for the office hours.

### Important Note:

Once this office hour block is saved, you will **not** be able to edit the days on which the office hours occur 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 available.

5. Select **Where?** meetings will be held using the checkbox(es) next to your location(s). If you choose more than one location, the student will be able to choose his/her preferred location for the meeting. To add additional locations options, go to the [Appointments Preference](#) page of your profile.



6. Select the **Office Hour Type** for meetings you will take during this block.
  - Select **Scheduled And Walk-ins** if you will be using the kiosk/waiting room features, and you plan to take walk-ins between appointments.
  - Select **Scheduled Appointments Only** if you will not take any walk-ins.
  - Select **Walk-ins Only** to show the time as available to students, but disallow anyone from making advance appointments
  
7. Select **How long?** meetings can be by selecting a minimum and maximum duration. If the minimum and maximum are identical, the student will not be given a choice of duration. Note that institution settings for specific appointment reasons, may override your settings.
  
8. If your role has permissions to add more than one [Appointment Type](#), you will see checkboxes that allow you to select which types apply to this block of time. Appointment Types dictate:
  - 1) which students can schedule during this time (based on the role that connects you),
  - 2) the appointment reasons shown to students,
  - 3) which SpeedNotes will display, and
  - 4) which roles can view the appointment and its notes.

**Note:** An appointment type with the recurrence icon (🔄) indicates an **appointment** that recurs on the same date and time for the duration of the term.

9. Use the **Instructions** box to enter instructions to students scheduling with you during this block of time. Instructions are required for blocks that allow Walk-ins.



10. Optionally, click the **Start/End Date** tab to set a time frame for a repeating office hour block. For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number of occurrences.
  
11. Click the **Submit** button at the top or bottom of the Add Office Hours form to save your Office Hour block.

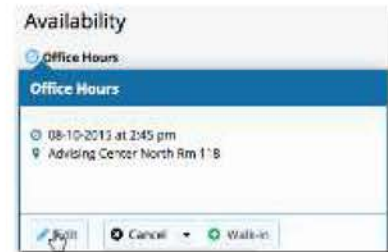
## Edit or Cancel office hours

Edit or cancel a series of office hours from the **Agenda** tab in the **Appointments** section of Starfish.



### Edit office hours

1. Hover over the office hours menu icon (🕒) next to an office hour title to open the **Office Hours** pop up card.
2. Select **Edit Office Hours** to modify: the [frequency](#) of the office hour block's recurrence, the [time of day](#), [locations](#), [office hour types](#), minimum and maximum [duration](#) of appointments, [appointment types](#), [instructions](#), or a [start/end date](#) of the series.
3. Click the **Submit** button on the **Edit Appointment** form to save your changes.

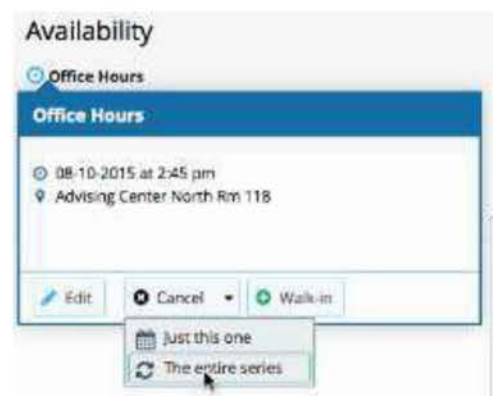


**Notes:** You cannot edit the days of the week or the nature of the recurrence (e.g. weekly).

You cannot modify the time range for a single occurrence of an office hour. Selecting **Edit Office Hours** will modify all occurrences of this set of office hours. To reduce availability within an office hour block on a specific day, add [reserved time](#) to cover the part of the office hours you want to remove from availability.

### Cancel a series of office hours

1. Hover over the office hours icon (🕒) next to an office hour title to open the **Office Hours** pop up card.
2. Click **Cancel**, then click "The entire series" to cancel all occurrences of the office hour block. You will be prompted to confirm the date from which to cancel the series, and to add



a message that will be sent to anyone who had time scheduled with you during the office hours you are canceling.

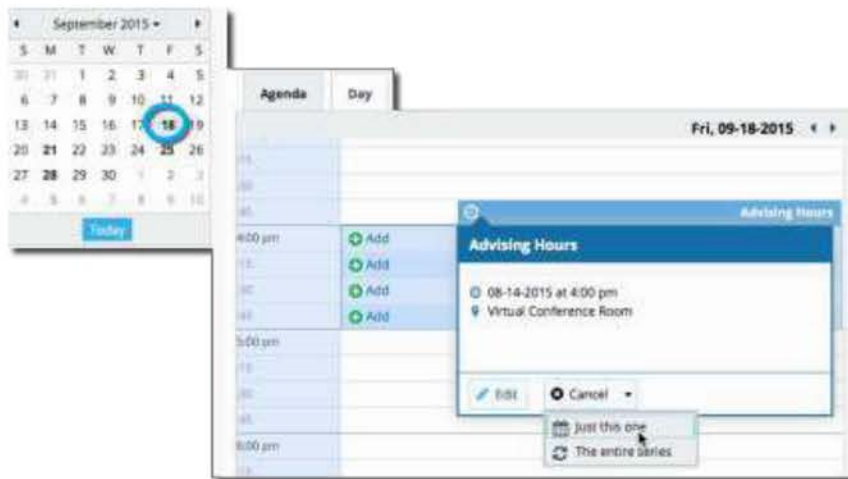
3. Click the **Submit** button on the **Cancel Series Confirmation** form to cancel the office hour block.

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



### Cancel a single occurrence of an office hour block

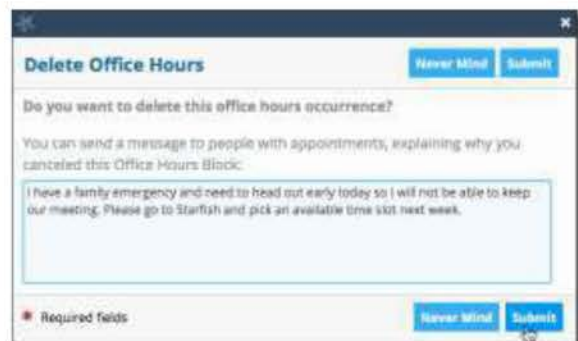
Cancel an individual occurrence of an office hour series from the **Day** tab of your **Appointments** section of Starfish. Use the mini calendar on the left to select the desired day.



1. Hover over the icon associated with the block of hours for the selected day (📅).
2. Click **Cancel**, from the pop up card that is displayed then select “Just this one” to cancel office hours for the selected day. You will be prompted to confirm the cancellation and can add a note that will be included in an email to those whose appointments are canceled.


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

3. Click the **Submit** button to cancel the Office Hour occurrence.



## Add less structured office hours (Scheduling Wizard)

Students can only schedule an appointment at times you indicate are available by adding office hours or [group sessions](#). The [Add Office Hours](#) option is geared toward setting up a recurring block of time on a regular pattern such as weekly or daily at a certain time. If you want to set up a group of Office Hours that are less structured, use the Scheduling Wizard.

 **Best Practice:** This feature is particularly useful for advising rush weeks, midterm course meetings, or other scenarios where you need to hold several different office hour sessions for students within a week or two.

1. Click the **Scheduling Wizard** button from your Starfish **Home** page or **Appointments** page.



2. Complete the first page of the scheduling wizard by entering the **Title**, location (**Where?**), duration (**How long?**), [Appointment Types](#) and **Instructions** that should be applied to *all* of the office hour blocks that are to be created. (You will find additional descriptions of these fields in the [Add Office Hours](#) section).

**Note:** Any office hour block that does not share these details must be created separately.

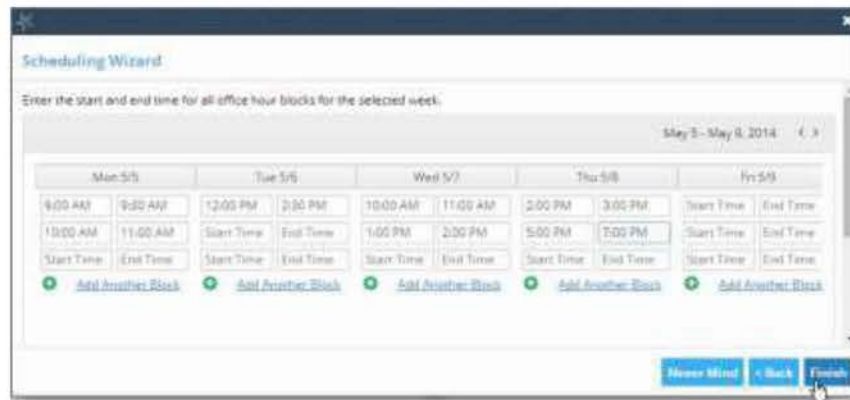
 A screenshot of the 'Scheduling Wizard' form. The form is titled 'Scheduling Wizard' and contains the following sections:
 

- Title:** A text input field containing 'Advising Hours'.
- Where?:** A section with a note: 'Note: You may select more than one location to give students a choice.' It includes three radio button options:
  - Anders Hall, Room 301 (Please check in with the front desk.)
  - Call 703-555-1111 (Please call me at your scheduled time.)
- How long?:** Two dropdown menus. The first is set to '15 minutes' and labeled 'minimum appointment length'. The second is set to '3 hours' and labeled 'maximum appointment length'.
- Appointment Types:** A section with a note: 'Note: You can select multiple non-recurring appointment types but only one recurring appointment type.' It includes three radio button options:
  - Class Related Meetings
  - Supplemental Instruction
  - General Advising
- Instructions:** A text area with the placeholder text 'These will be visible to anyone who makes an appointment.' The area is currently empty.

 At the bottom right of the form, there are two buttons: 'Never Mind' and 'Next >'.

3. Click the **Next** button

- The date and time page of the wizard is displayed using a Monday through Friday grid for the current week. The date range is displayed in the top right corner of the grid.



- Use the < > controls to the right of the date range to navigate to the week in which you want to begin scheduling the office hours.
- In the selected week, enter the start and end times for each block in the appropriate day columns. You can schedule multiple office hour blocks on any day within the week.

If you need to schedule more than three blocks on any day, select the “Add Another Block” link in the column for that day.

- To add blocks to another week, use the < > controls to move to the next week. **Don't click finish until you've entered all of the blocks!**
- Click the **Finish** button to create all of the office hour blocks. A summary will be presented.



- The summary will include a list of hours that could not be created due to conflicts between the blocks you specified and existing calendar items. Make a note of failed blocks before clicking **Finish** to exit the wizard.