Starfish Guide: Office Hours Set Up

Establish your availability (Setting Up Office Hours in Starfish)

Students can only schedule an appointment through Starfish at times you indicate are available by adding office hours or group sessions. There are three ways you can add office hours: use the Office Hours Setup Wizard for quick initial setup, use the Add Office Hours button to add additional blocks at any time, or use the Scheduling Wizard to setup multiple office hour blocks that don’t follow a consistent recurrence.

Create an office hour block with the Office Hours Setup Wizard

The first time you log in to Starfish the Office Hours Setup Wizard will display. Use the wizard to quickly create appointment availability.

1. Complete the fields presented to specify:
   - What day(s) do you have office hours? - check the boxes for each day.
   - What time are your office hours? - enter a start and end time.
   - Where are they? - select the Type of setting and enter the Details in the field provided (e.g. the building and room number of your office).
   - If relevant, provide Instructions for students who make appointments with you.

2. Click the Set up Office Hours button to save your office hours.

A confirmation message will display on the screen.

Note: If you choose not to complete the wizard now, but want to use it later, check the box labeled “Show me this Office Hours Setup Page again”, and then click the Close button.
Add Office Hours for Setting Up Recurring Blocks of 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 Office Hours button on your Starfish Home page or Appointments page. This opens the Add Office Hour form.

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 you and students 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.

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 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.

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.
8. 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.

9. 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.

10. Click the Submit button at the top or bottom of the Add Office Hours form to save your Office Hour block.

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.

Complete the first page of the scheduling wizard by entering the Title, location (Where?), duration (How long?), Instructions that should be applied to all of the office hour blocks that are to be created.

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

2. Click the Next button
3. 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.

4. 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.

5. 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.

7. 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!**

8. Click the **Finish** button to create all of the office hour blocks. A summary will be presented.

9. 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.
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.

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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.
To Delete/End Office Hours

1. Click on Appointments and View Week.

2. Hover your mouse over the office hours icon ( ) in the Office Hours bar above the block of office hours you want to delete.

3. Select Edit.

4. Click the Start/End Date tab.

5. Enter an End date to stop the Office Hours from displaying on your Starfish calendar.

6. Click the Submit button.