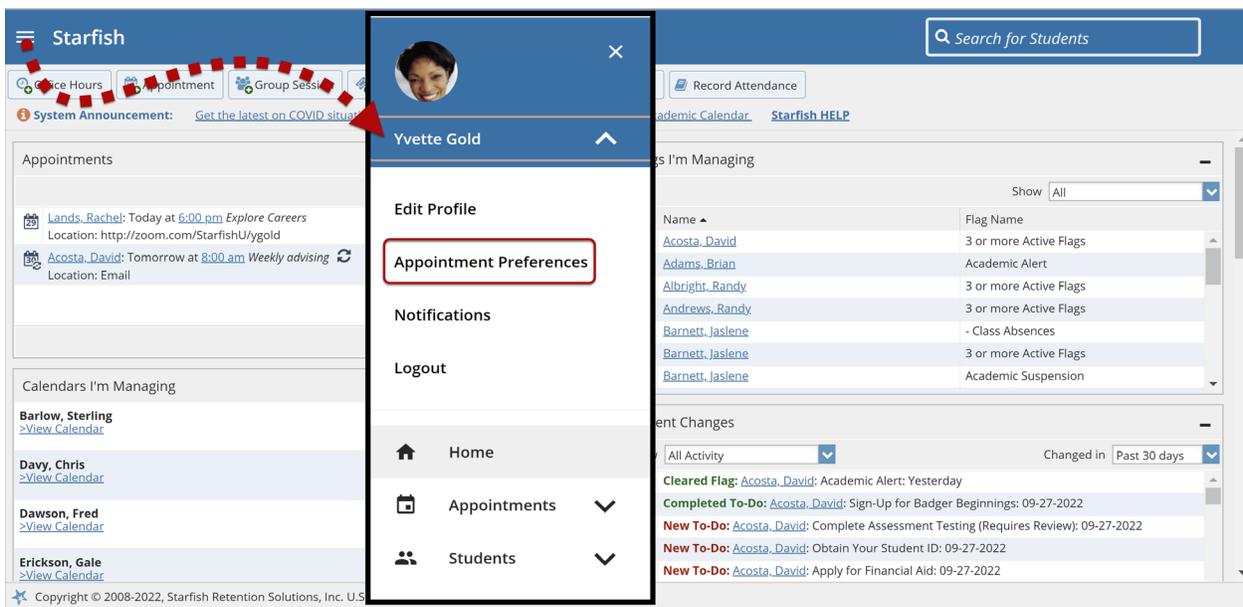


Add/Edit/Remove Office Hour Locations within Starfish

In some instances, you want to modify your existing office hour locations. This is a two-step process. First, you will need to add the location in your Appointment Preferences, then it becomes available in the list of locations when editing your Office Hours.

Step 1: To add your Office Hours Location(s):

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointment Preferences**.

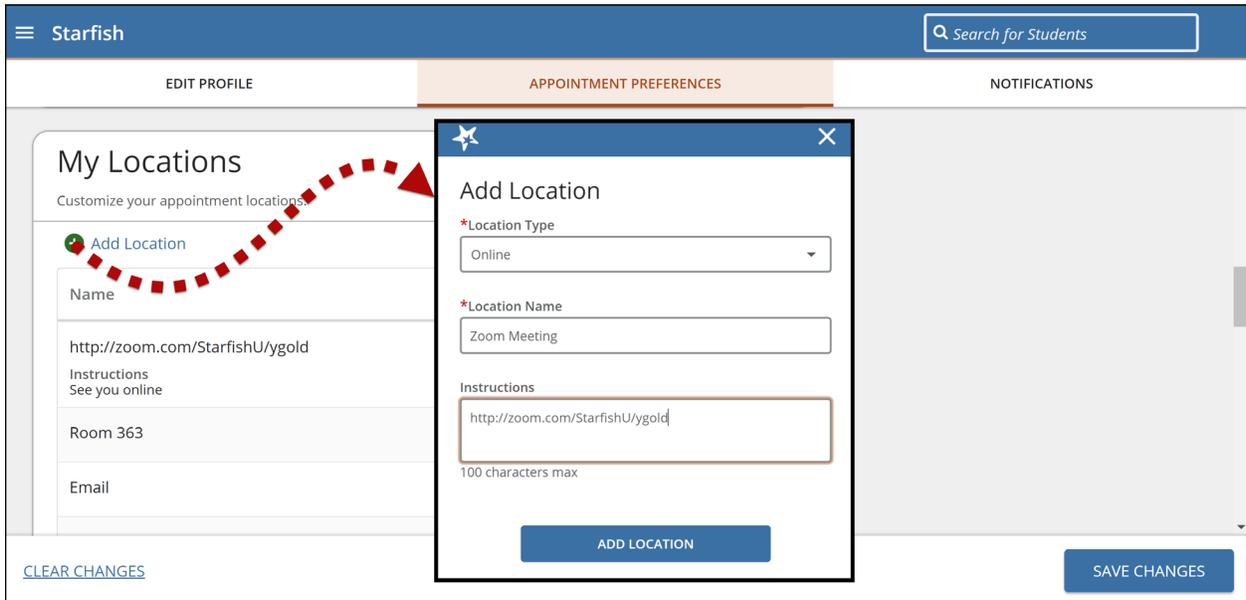


The screenshot shows the Starfish user interface. On the left, a hamburger menu is open, displaying the user's name 'Yvette Gold' and several options: 'Edit Profile', 'Appointment Preferences' (highlighted with a red box), 'Notifications', and 'Logout'. Below these are navigation options: 'Home', 'Appointments', and 'Students'. A red dashed arrow points from the hamburger menu icon to the 'Appointment Preferences' option. The background shows the main dashboard with sections for 'Appointments', 'Calendars I'm Managing', and 'Academic Calendar'.

3. In the My Locations section, select **Add Location**.
4. In the Location Type dropdown, select the appropriate location type.

Tip: Select **Online** if you'd like to add a virtual location such as Zoom. The Zoom link is pulled into the default Starfish appointment type message and displays as a clickable link to the student in the email message.

5. In the Location Name, enter specific details (e.g., room number, room name, zoom meeting).
6. In the Instructions field, enter instructions for finding the meeting location or link to the virtual meeting.
7. When finished, select **Add Location**.



The screenshot shows the Starfish user interface. At the top, there is a navigation bar with the Starfish logo and a search box labeled "Search for Students". Below the navigation bar, there are three tabs: "EDIT PROFILE", "APPOINTMENT PREFERENCES" (which is selected and highlighted in orange), and "NOTIFICATIONS".

Under the "APPOINTMENT PREFERENCES" tab, there is a section titled "My Locations" with the subtitle "Customize your appointment locations". This section contains an "Add Location" button and a grid of existing locations. A red dashed arrow points from the "Add Location" button to the "Add Location" modal form.

The "Add Location" modal form is a blue-bordered box with a close button (X) in the top right corner. It contains the following fields:

- *Location Type**: A dropdown menu with "Online" selected.
- *Location Name**: A text input field containing "Zoom Meeting".
- Instructions**: A text input field containing "http://zoom.com/StarfishU/ygold". Below this field is a note: "100 characters max".

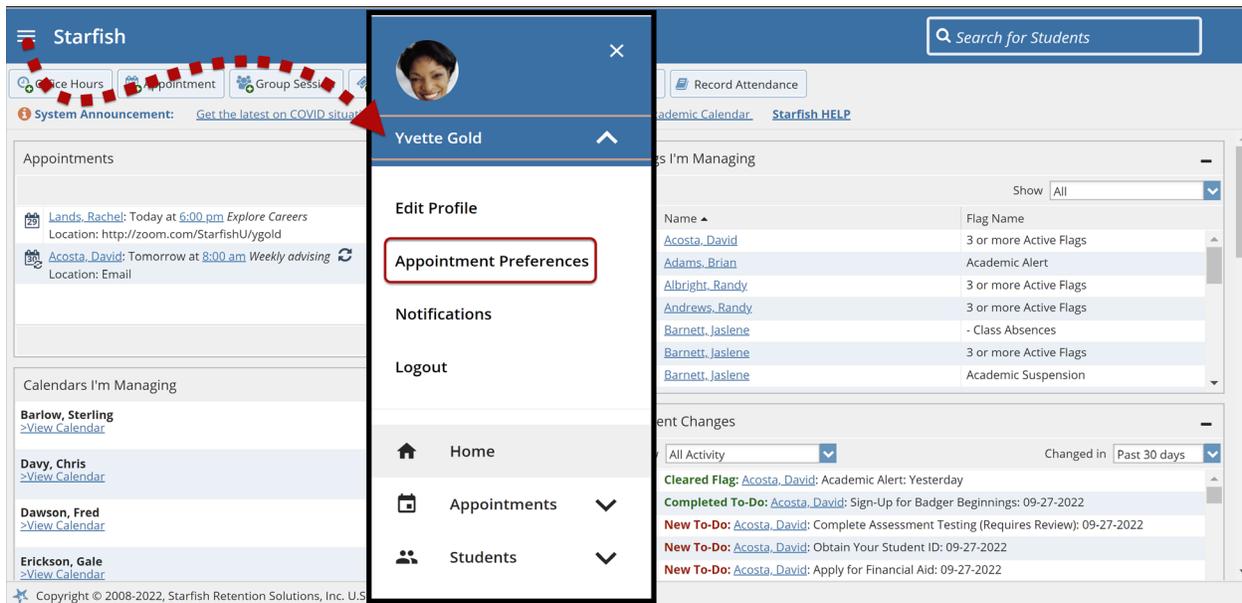
At the bottom of the modal form is a blue button labeled "ADD LOCATION".

At the bottom of the main page, there are two buttons: "CLEAR CHANGES" on the left and "SAVE CHANGES" on the right.

The location displays in the grid under My Locations.

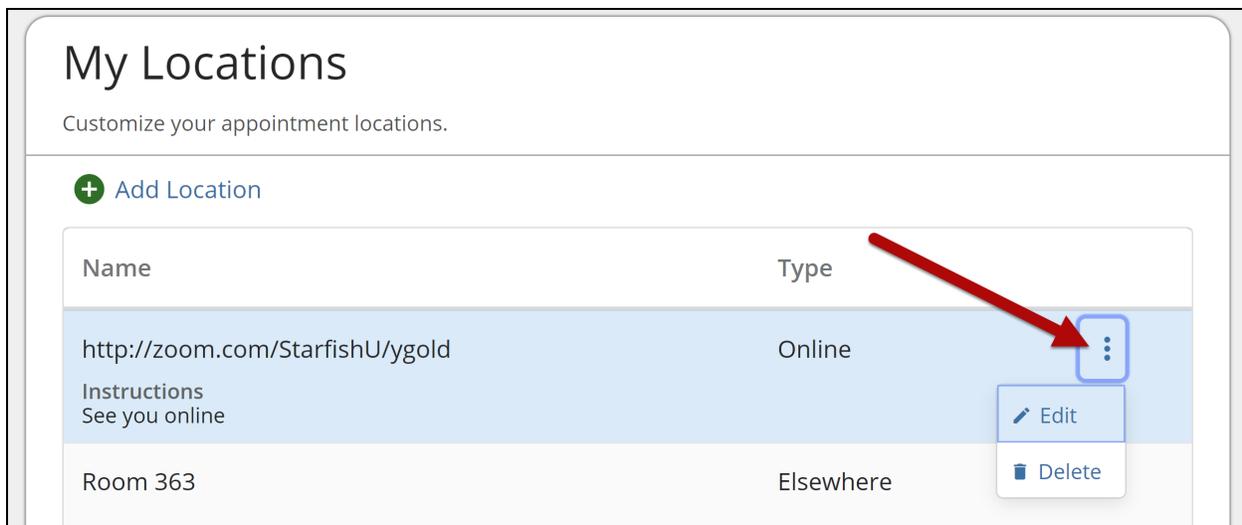
To edit your Office Hours Location(s):

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointment Preferences**.



The screenshot shows the Starfish user interface. A user profile dropdown menu is open for Yvette Gold, with 'Appointment Preferences' highlighted in a red box. A red dashed arrow points from the 'Appointment' button in the top navigation bar to the profile dropdown. The background shows a list of appointments and a table of student flags.

3. Identify the location you would like to edit in the My Locations section, then select the **Ellipsis** ⋮, then select **Edit**.



The screenshot shows the 'My Locations' section. It includes a title 'My Locations', a subtitle 'Customize your appointment locations.', and an 'Add Location' button. Below is a table with two rows of location data. A red arrow points to the ellipsis menu for the first row, which has opened to show 'Edit' and 'Delete' options.

Name	Type
http://zoom.com/StarfishU/ygold Instructions See you online	Online
Room 363	Elsewhere

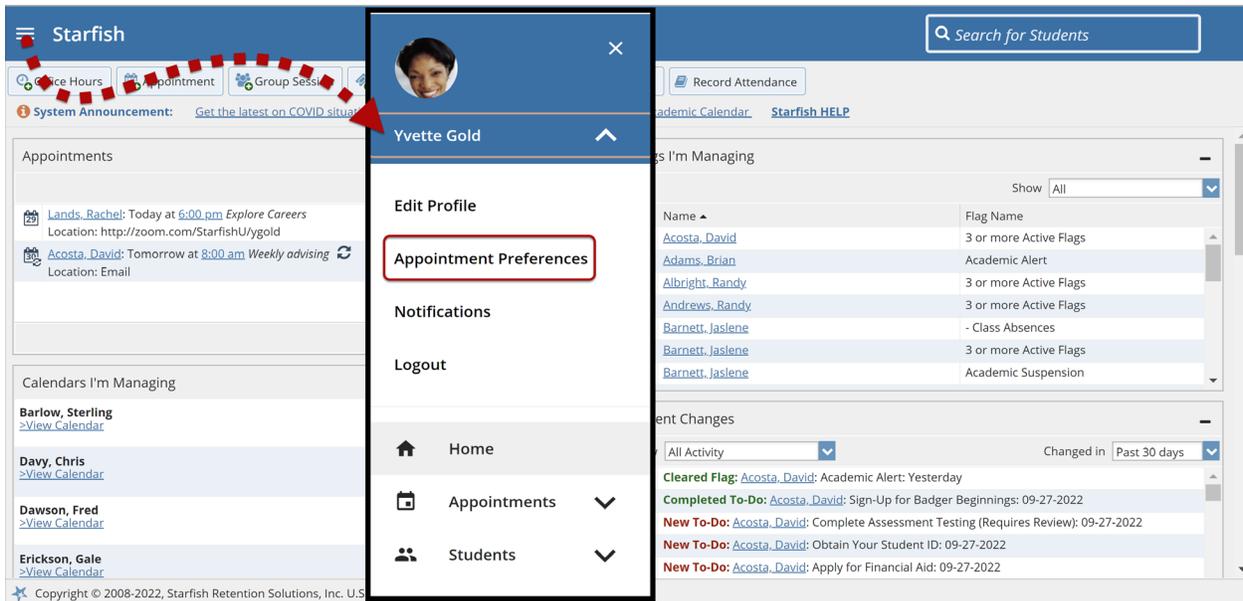
4. In the Location Type dropdown, select the appropriate **Location Type**.

Tip: Select **Online** if you'd like to add a virtual location such as Zoom. The Zoom link is pulled into the default Starfish appointment type message and displays as a clickable link to the student in the email message.

5. In the Location Name, enter specific details (e.g., room number, room name, zoom meeting).
6. When finished, select **Save Changes**.

To delete your Office Hours Location(s):

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointment Preferences**.

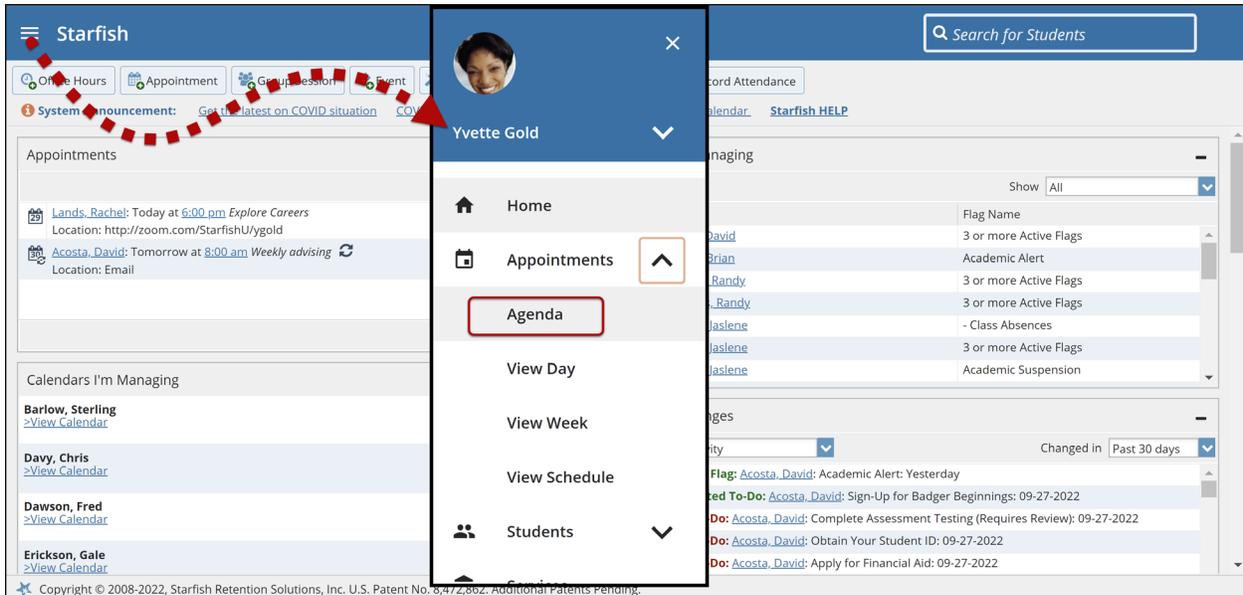


The screenshot shows the Starfish web application interface. On the left, a hamburger menu is open, displaying the user's profile 'Yvette Gold' and a list of navigation options: 'Edit Profile', 'Appointment Preferences' (highlighted with a red box), 'Notifications', 'Logout', 'Home', 'Appointments', and 'Students'. A red dashed arrow points from the hamburger menu icon to the 'Appointment Preferences' option. The main content area on the right shows a search bar, a 'Record Attendance' button, and a table of student records with columns for 'Name' and 'Flag Name'. Below the table, there is a 'Recent Changes' section with a dropdown menu set to 'All Activity' and a filter for 'Past 30 days'.

3. Identify the location you would like to delete in the My Locations section, then select the **Ellipsis** ⋮, then select **Delete**.

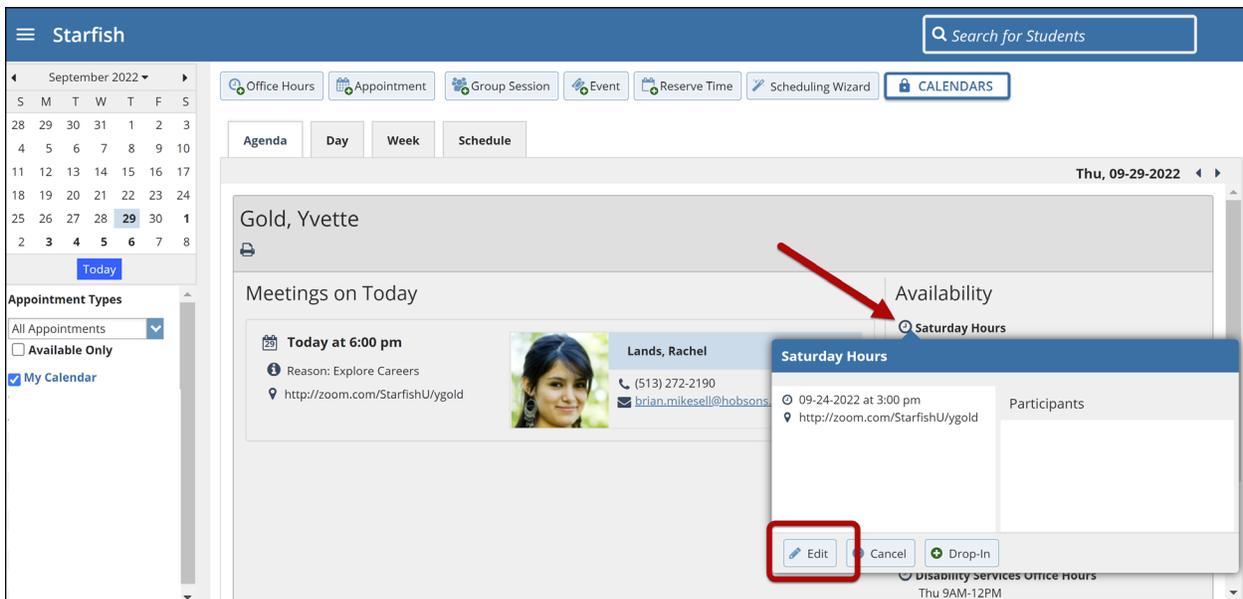
Step 2: Edit Existing Office Hours Locations

1. Log into Starfish, then click the **hamburger menu**.
2. Click on your **Name**, then select **Appointments**, then **Agenda**.



The screenshot shows the Starfish user interface. On the left, there is a hamburger menu icon. A red dashed line points to it. Below the menu, there is a search bar for students. The main content area shows a list of appointments and a list of calendars being managed. A user profile dropdown menu is open, showing options like Home, Appointments, Agenda, View Day, View Week, View Schedule, and Students. The 'Agenda' option is highlighted with a red box. A red arrow points to the user profile dropdown menu.

3. Hover over the **calendar icon** until the pop-up window appears, then select **Edit**.



The screenshot shows the Starfish user interface in the 'Agenda' view. On the left, there is a calendar for September 2022. The main content area shows a list of appointments for Yvette Gold. A red arrow points to the 'Availability' link. A pop-up window titled 'Saturday Hours' is open, showing a meeting on 09-24-2022 at 3:00 pm. The 'Edit' button is highlighted with a red box.

4. In the **Where?** section, modify the locations as appropriate, then click **Submit**.

Edit Office Hours - Saturday Hours
Cancel Submit

*** Calendar** My Calendar

*** Title**

*** What day(s)?** **Repeats every** week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

*** What time?** -

*** Where?** **Note:** You may select more than one location to give students a choice.

http://zoom.com/StarfishU/ygold
See you online

Room 363

Email

Suite 200 in the Bradford Annex
Please come into the main Lobby and check in with the receptionist

4393 Smith Hallway

Virtual Meeting
Let's talk via Zoom. Please access the Zoom link here.

HYBRID <http://zoom.com/StarfishU/ygold> or Live IRL

Wimba

SL-115 (Lower Level Shea)
Please come 5-minutes early, if possible, and check-in at front desk in the Tutorin Center.

*** Office hours Type**
Take either scheduled appointments or drop-ins

*** How long?** minimum appointment length
 maximum appointment length

*** Appointment Types** Select the types of meetings you will have in these office hours.

<input type="checkbox"/> Accessibility Services	<input checked="" type="checkbox"/> Advising
<input type="checkbox"/> Career Center	<input checked="" type="checkbox"/> Counseling
<input type="checkbox"/> Course Related	<input type="checkbox"/> Course Withdrawal Flag Follow-up
<input type="checkbox"/> EOPS Workshop	<input type="checkbox"/> Fitness Center
<input type="checkbox"/> Lunch and Learn	<input type="checkbox"/> New Appt. for Test
<input type="checkbox"/> Peer Advisor Meeting	<input type="checkbox"/> Recurring Advising Appointments
<input type="checkbox"/> Student Affairs Academic Dishonesty	<input type="checkbox"/> Student Networking Event
<input type="checkbox"/> Success Teams	<input type="checkbox"/> Transfer Advising - CUNY Test
<input type="checkbox"/> TutorTrac/AdvisorTrac Meetings	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Veteran's Service Hours	<input type="checkbox"/> Virtual Support Center Appt.
<input type="checkbox"/> Weekly Advising	<input type="checkbox"/> Workshop: Student Success Pro
<input type="checkbox"/> Writing Center	

Instructions
Start/End Date

These will be sent to anyone who makes an appointment.

*** Required fields**
Cancel Submit