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.

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 (![icon]).

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.