Add Office Hours

You can add Office Hours in one of three ways:

- Using the [Office Hours Setup Wizard](#) that may be presented when you log in to Starfish if you have no office hours set yet.

- At any time by clicking the [Add Office Hours](#) button from the menu on the Home or Appointments pages. (Most common and flexible method to setting up your Office Hours.)

- At any time by clicking the [Scheduling Wizard](#) button from the menu on the Home or Appointments pages. (Great option for adding multiple blocks of the same Appointment Type at the same time.) Each option is described in detail below.

Setup Your First Office Hours Block Using the Setup Wizard

On your first visit, Starfish may present the *Office Hours Setup Wizard* screen to walk you through setting up your Office Hours.

If you do not wish to set up your online scheduling yet, click the **Close** button.

At the bottom of the Setup Wizard is a checkbox to indicate that you would like for Starfish to **Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours.** Leave this option checked if you want the Setup Wizard to be displayed on your next visit if you still haven't set up any Office Hours in Starfish. If you uncheck the box to remove any reminders, you can always add office hours at a later date by clicking on the **Office Hours** icon at the top-left of your homepage.

To use the Setup Wizard:

1. Indicate the day(s) you hold Office Hours by checking the box(es) associated with each day of the week.

2. Specify the start and end time of your Office Hours for the day(s) selected.

3. Specify where your Office Hours occur:

° Select from the **Type** drop down (e.g., in an office, virtual meeting).

° Enter a location into the **Details** text box. (i.e. building name and room number). Note: Additional locations can be added from your Starfish Profile, see Set Choices for Meeting Locations.

₀ (Optional) Enter special instructions into the **Instructions** text box such as a phone conference code, or which entrance to use.

4. Select the **Set up Office Hours** button to finish.

Add Office Hours

You can add Office Hours at any time by clicking the **Add Office Hours** button from the action bar on the Home or Appointments pages. This is the most common and flexible method to setting up your Office Hours.

Complete the form by entering the following information:

1. Title:

2. What days:

3. What time:

4. Where:

5. Office Hours Type:

6. How Long:

7. Appointment Types:

8. Instructions tab:

9. Start/End Date tab:

10. Click **Submit:**

Virtual Office Hours

You can convert in-person office hours to virtual with a Phone Number or Zoom Room URL as other locations in faculty and staff Office Hours. This allows students to see how they can connect with you remotely.

Add Instructions to office hours that students will see on the pre-confirmation screen when they make their appointment. This may be helpful if you want to communicate specific instructions for your students regarding meeting procedures as the situation continues to be updated

Tip: If you edit instructions for Office Hours or other meetings, students who have already signed up with appointments will not be notified of the change (i.e. Zoom passwords). However, if the student gets an appointment reminder, that reminder email will include the updated information. If necessary, you may need to select each student in the calendar view and send them a message with the updated information.

Scheduling Wizard

The Scheduling Wizard feature allows advisors and other student support staff to schedule several Office Hour sessions at once. This feature is particularly useful for advising rush weeks, midterm course meetings or other scenarios where a faculty or staff member has several individual office hour sessions for students within a week.

To schedule Office Hours using the Scheduling Wizard:

1. From the *Appointments* page, select **Scheduling Wizard**.

2. Complete the first page of the Scheduling Wizard by entering the description, appointment types, location and other details that should be applied to all Office Hour blocks that are to be created. If one or more Office Hour blocks should have different details than the others, they will need to be created separately.

3. Click the **Next** button to continue.

4. Use the **< >** controls located above the table next to the date to navigate to the desired week in which you want to begin scheduling the office hours. To move to a second week, use the **< >** controls. Only click **Finish** when you have entered all of the desired blocks for that week.

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.

6. When all Office Hour blocks have been specified, select the **Finish** button to complete the process and create all of the office hour blocks.

   A summary of the blocks you've created 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. Note the failed blocks before clicking the **Finish** button to exit the wizard.

To check your set up

1. Navigate to **Appointments > Agenda** sub-tab.
2. Existing Office Hour blocks are displayed in the panel labeled **Availability**.