2. Select a radio button and specify the specific value to define your **Scheduling Deadline**. The deadline is imposed based on the start time of any office hour blocks vs an individual time slot. If set to ‘None,’ a student may schedule an appointment with you right up to the time slot.

3. Check the box to **“Allow drop-ins after deadline has passed”** if you wish to include a note in your calendar letting students know that they cannot schedule, but can walk in to your office after the scheduling deadline has passed.

**Add Locations**

Add all possible meeting locations, including physical offices, phone numbers, chat services, or anywhere else you might want to meet with students. When you build your calendar availability for appointments, you will select which of these locations apply to each set of hours.

1. Click Add Location.

2. Select the type of location, enter a descriptive name and enter any relevant instructions.

   Students will see this information when scheduling an appointment for office hours that have been designated for this location.

3. Click the **Save** button.

   Repeat this process to add any additional meeting locations.

   Use the edit icon ( pena) to the right of any location in your list to make changes. Use the delete icon (x) to the right of any location to remove it.
Save Appointment Preferences

When you have made all desired edits to each of your Appointment Preferences profile settings, click the Submit button at the bottom or top of the Appointment Preferences tab to save your changes.

Edit Email Notifications preferences

You can set preferences for email sent to you from Starfish for both Appointments and Tracking Items (e.g. flags).

Verify Appointment Notification settings

Specify if and when you wish to receive Planning Reminders, Appointment Alerts, and calendar attachments. Institution defaults will be used if you don’t update these options. Each of these are described below:

- **Planning Reminders**: Receive optional email reminder(s) sent separately for each of the day’s appointments, in one email, or not at all. Specify the date and time for reminders.

- **Appointment Alerts**: Receive an optional email reminder sent a certain number of minutes before the start of an appointment.

- **Calendar Attachments**: Receive emails with calendar attachments for schedule

  **Best Practice**: It is highly recommended to keep both calendar attachment options checked (change to my appointments and change to my Office Hours/Group Sessions). This ensures that your external calendar (e.g., Outlook, Google, Entourage) receives all of the latest information from your Starfish calendar.
• **Read busy times from my external Google calendar:** There is an option of integrating your Google calendar with Starfish; however, there are minimal benefits of utilizing this feature unless you are a service provider who meets with students for the majority of your day every day. Contact Kristin Douglas (x3443) for information on calendar integration.

**Save Email Notification preferences**

Click the **Submit** button in the top or bottom right of the Email Notifications page to submit any changes you have made for appointment notifications or tracking item notifications.

**Establish your availability**

Students can only schedule an appointment with you at times you indicate are available by adding office hours. Starfish offers three ways for you to add office hours: the **Office Hours Setup Wizard** for quick initial setup (DON’T USE THIS METHOD), the **Add Office Hours** button (preferred method to enter office hours for the term), and the **Scheduling Wizard** to setup multiple office hour blocks that don’t follow a consistent recurrence (preferred method for setting aside blocks of time for advising appointments).

**Create an office hour block with the Office Hours Setup Wizard (Don’t use this method)**

The first time you log in to Starfish the Office Hours Setup Wizard will display if you have a role that can be a calendar owner. **DON’T USE THIS METHOD. IT DOES NOT FULLY CONFIGURE OFFICE HOURS FOR USE.**

**Add Office Hours**

The **Add Office Hours** feature should be used to set up a recurring block of time on a regular pattern such as weekly Office Hours. If you want to set up blocks of time that are less structured (ie blocks of time for advising appointments or paper conferences), use the **Scheduling Wizard** button.

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 you keep track of different types of office hours you have established.

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). The location options are pulled from the Appointments Preference page of your profile. 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 **Walk-ins Only** to show the time as available to students, but disallow anyone from making advance appointments (This is probably the setting most faculty will choose for general office hours.)
   - Select **Scheduled And Walk-ins** if you want students to have the option of making an appointment during this time.
   - Select **Scheduled Appointments Only** if you will not take any walk-ins.

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 (旮) 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

You can edit or cancel office hours from the Agenda tab in the Appointments section of Starfish.

Edit office hours

1. Click the office hours menu icon ( ) next to an office hour title to open the Office Hours Menu.

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.

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

Cancel a series of office hours

1. Click the office hours menu icon ( ) next to an office hour title to open the Office Hours Menu.

2. Select Cancel 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.

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

You can 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. Click the edit icon associated with the block of hours for the selected day (📅). Select **Cancel Occurrence** from the **Office Hours Menu** to cancel office hours for the selected day.

   **Note:** 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.

2. 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)

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 (for example, blocks of time for advising appointments), 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.