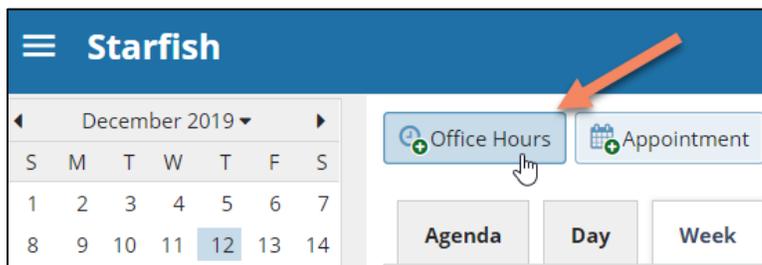
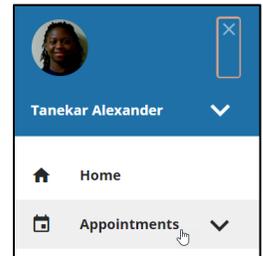


Setup your Office Hours

The Office Hours tool in Starfish allows you to set times you are available and for students to make appointments with you. Appointments through Starfish also provide confirmations and reminders for students.

The first time you login to Starfish, Starfish will provide a ‘wizard’ to walk you through setting up your office hours, which enables students to schedule time with you. You can follow its instructions or the steps outlined below.

1. To set up or edit your office hours for a term, log into Starfish, open the “hamburger” icon, and select Appointments.
2. A calendar view will open up. Select **Office Hours** from the top row of buttons to create a recurring set of times you are available to meet with students. You will need to repeat this process to set up availability at additional locations (e.g., office hours on Newport and Lincoln)



3. A pop-up will appear titled **Add Office Hours**. Any item with a red asterisk is a required field.

Title - You can change this title to indicate other types of availability outside your regular office hours.

Where - select the location appropriate to these session dates/times.

How Long - dictates the time slots students use to schedule appointments in Starfish during these times.

Start/End Date - *IMPORTANT: Set a Start and End Date to limit time slots, for example for a term.*

4. You must hit **Submit** in the lower right corner to save any changes.

Note: See the FAQ at the end for how to cancel office hours.