

# Setup Your First Office Hours Block

The first time you log in to Starfish, Starfish will provide a “wizard” to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled “**Show me this Office Hours Setup Page again next time I login if I don’t have any Office Hours**”, and then click the **Close** button.

If your office hours are different week to week, follow the “**If your office hours don’t repeat weekly, click here**” link.

The screenshot shows the Starfish Office Hours Setup Wizard. At the top, there is a blue header with the Starfish logo and a search bar labeled "Search for Students". Below the header, a system announcement states: "System Announcement: Fall course approvals are required for registration and must be in by the end of the month." The main content area is divided into two columns. The left column contains a message explaining that Starfish provides a simple and efficient way for people on campus to schedule time with one another, and that once signed up, users can elect to receive email notifications. The right column is the "Office Hours Setup Wizard" and contains the following steps: 1. "What day(s) do you have office hours?" with radio buttons for M, T, W, T, F, S, S. 2. "What time are your office hours?" with input fields for "Enter Start Time" and "Enter End Time". 3. "Where are they?" with a dropdown for "Type" (currently set to "in an office"), a text field for "Details" (placeholder: "Enter an office location"), and a text field for "Instructions" (placeholder: "Knock once and enter"). At the bottom of the wizard, there is a checkbox labeled "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours" and two buttons: "Close" and "Set up Office Hours".

## If your office hours recur:

1. Complete the fields presented to specify:
  - a. **What day(s) do you have office hours?** – check the boxes for each day.
  - b. **What time are your office hours?** – enter a start and end time.
  - c. **Where are they?** – select the **Type** of setting and enter the **Details** in the field provided (e.g. the building and room number of your office or information about online meeting formats). If relevant, provide **Instructions** for students who make appointments with you.
2. Click the **Set up Office Hours** button to save your office hours.

## Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours**, **Add Appointment**, **Add Group Session**, **Event**, **Reserve Time** or use the **Scheduling Wizard**.

