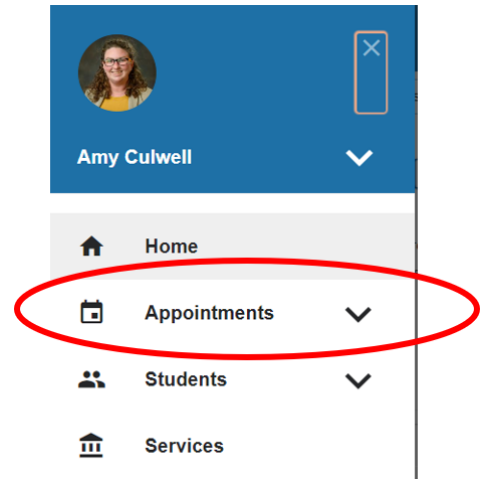


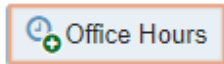
Setting Office Hours – Regularly Recurring Hours

Starfish allows you to make blocks of time available on your Starfish calendar and permits students to self-schedule. When a student selects a day/time you will both get email confirmation. You can adjust your availability at any time and have multiple locations (office/phone/Teams/Collaborate/Zoom).

To add an office hour block, open your Starfish account, click on the **Appointments** tab.



Click the **Office Hours** button.



Edit the options for day, time, etc. *Remember, these will be repeating appointments so select the recurrence option carefully. You will also want to set an end date.*

Specify the location of appointments such as your office, phone, etc. Additional locations can be added through your Appointment Preferences.

Select appointment type(s) and enter specific instructions that you want to send students that schedule with you.

Click **Submit** to save your office hours.

A screenshot of the 'Add Office Hours' form. The form has a title 'Add Office Hours' and two buttons: 'Never Mind' and 'Submit'. The form contains several fields: 'Title' (Office Hours), 'What day(s)?' (Weekly), 'Repeats every' (1 week(s)), 'Repeat on:' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'What time?' (Enter Start Time to Enter End Time), 'Where?' (Note: You may select more than one location to give students a choice. Video Chat, Meeting is through Teams, Phone 918-631-5560), 'Office hours Type' (Scheduled And Walk-ins), 'How long?' (30 minutes minimum appointment length, 30 minutes maximum appointment length), and 'Appointment Types' (checkboxes for Accommodations, Student Success Coaching, Course Related). There are also tabs for 'Instructions' and 'Start/End Date'. At the bottom, there is a 'Required fields' section and 'Never Mind' and 'Submit' buttons.