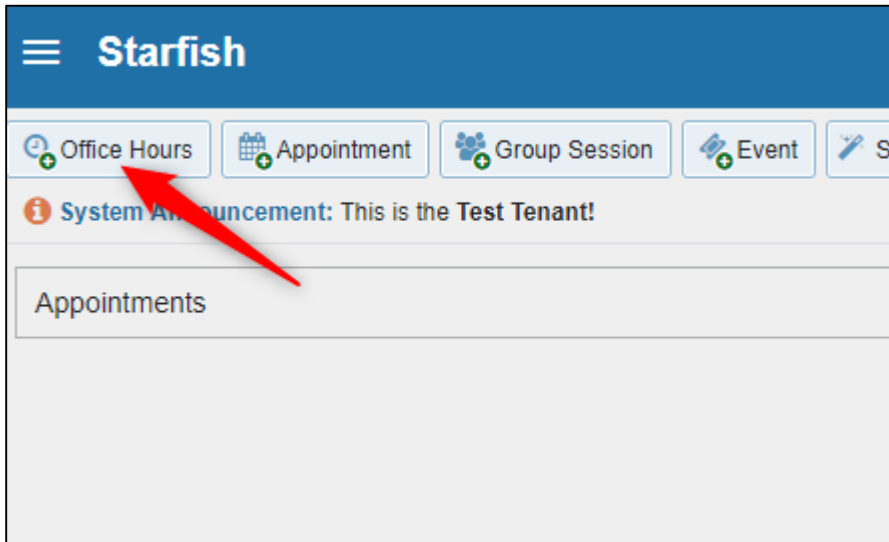


Starfish – How to Set Up Office Hours

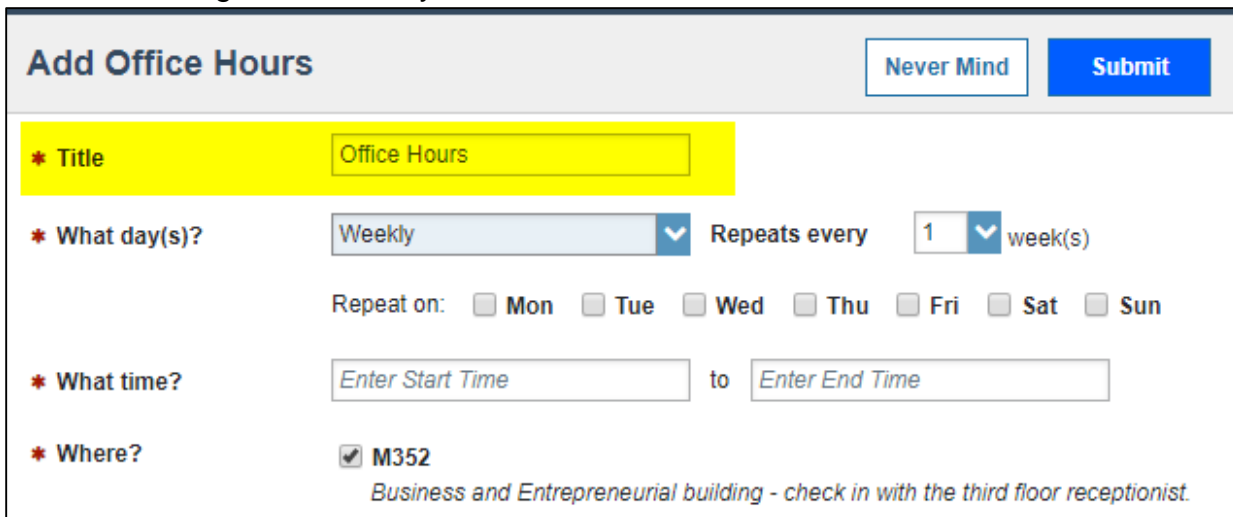
This tutorial will show you how to **set up your office hours**. You can set up sets of office hours. For example, you can set up a set of office hours on Mondays and Wednesdays from 2:00 pm to 4:00 pm and a set of office hours on Tuesdays and Thursdays from 9:00 am to 11:00 am.

Directions:

1. Log into Starfish.
2. Click the **Office Hours** button.



3. **Title:** You can give a **Title** to your office hours. The default title is 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:** A text input field with the value 'Office Hours' highlighted in yellow.
- What day(s)?** A dropdown menu with 'Weekly' selected.
- Repeats every:** A dropdown menu with '1' selected, followed by 'week(s)'.
- Repeat on:** Radio buttons for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun', all of which are unselected.
- What time?:** Two text input fields, one for 'Enter Start Time' and one for 'Enter End Time', separated by the word 'to'.
- Where?:** A checked checkbox next to 'M352', with the text 'Business and Entrepreneurial building - check in with the third floor receptionist.' below it.

4. **What day(s)?**: For our example, we will set office hours every Monday and Wednesday. Select Every Weekday, repeats every 1 week. Click the Mon and Wed select boxes.

The screenshot shows the 'Add Office Hours' form. The 'What day(s)?' field is highlighted in yellow and set to 'Every Weekday'. A red arrow points to the dropdown arrow of this field. The 'Repeats every' field is set to '1 week(s)'. The 'Repeat on:' section has checkboxes for 'Mon' and 'Wed' selected. The 'Where?' field is set to 'M352'.

5. **What time?**: Click in the first box to select the start time and click the second box to select the end time.

The screenshot shows the 'Add Office Hours' form. The 'What time?' field is highlighted in yellow and set to '2:00 pm' to '4:00 pm'. A red arrow points to the first time input box with the text 'Click to select the time.' below it. The 'Where?' field is set to 'M352'.

6. **Where?**: This option is pre-selected and defaults to your office location you set in the institution profile.

The screenshot shows the 'Add Office Hours' form. The 'Where?' field is highlighted in yellow and set to 'M352'. The 'What time?' field is set to '2:00 pm' to '4:00 pm'. The 'Repeat on:' section has checkboxes for 'Mon' and 'Wed' selected.

7. **Office hours Type:** Click the **down arrow** button to select the office hours type.

The screenshot shows the 'Add Office Hours' form with the following fields and values:

- Title:** Office Hours
- What day(s):** Every Weekday
- Repeats every:** 1 week(s)
- Repeat on:** Mon Tue Wed Thu Fri Sat Sun
- What time?:** 2:00 pm to 4:00 pm
- Where?:** M352
Business and Entrepreneurial building - check in with the third floor receptionist.
- Office hours Type:** A dropdown menu is open, showing options: 'Scheduled And Walk-ins', 'Scheduled And Walk-ins walk-ins', 'Scheduled Appointments Only', and 'Walk-ins Only length'. A red arrow points to the down arrow of the dropdown.
- How long?:** (This section is highlighted in yellow in the next screenshot)

8. **How long?:** You can set the minimum and maximum length of your office hours.

The screenshot shows the 'Add Office Hours' form with the following fields and values:

- Title:** Office Hours
- What day(s):** Every Weekday
- Repeats every:** 1 week(s)
- Repeat on:** Mon Tue Wed Thu Fri Sat Sun
- What time?:** 2:00 pm to 4:00 pm
- Where?:** M352
Business and Entrepreneurial building - check in with the third floor receptionist.
- Office hours Type:** Scheduled And Walk-ins
- How long?:** This section is highlighted in yellow. It contains two dropdown menus, both set to '30 minutes':
 - minimum appointment length
 - maximum appointment length (indicated by a red arrow)
- Appointment Types:** Select the types of meetings you will have in these office hours.
 - Librarian Appointment
 - Teaching

9. Appointment Types: Select the type of meeting.

Add Office Hours Never Mind Submit

* Title

* What day(s)? Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? to

* Where? M352
Business and Entrepreneurial building - check in with the third floor receptionist.

* Office hours Type
Take either scheduled appointments or walk-ins

* How long? minimum appointment length
 maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
 Librarian Appointment Teaching

10. Instructions: You can add instructions that will be send to those who make an appointment with you.

Add Office Hours Never Mind Submit

* Title

* What day(s)? Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? to

* Where? M352
Business and Entrepreneurial building - check in with the third floor receptionist.

* Office hours Type
Take either scheduled appointments or walk-ins

* How long? minimum appointment length
 maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
 Librarian Appointment Teaching

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

11. **Start/End Date:** You can set the start and end date for this set of office hours. Click the End of Term and Semester.

Add Office Hours Never Mind Submit

* Title

* What day(s)? Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? to

* Where? M352
Business and Entrepreneurial building - check in with the third floor receptionist.

* Office hours Type
Take either scheduled appointments or walk-ins

* How long? minimum appointment length
 maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.
 Librarian Appointment Teaching

Instructions Start/End Date

Start Date:

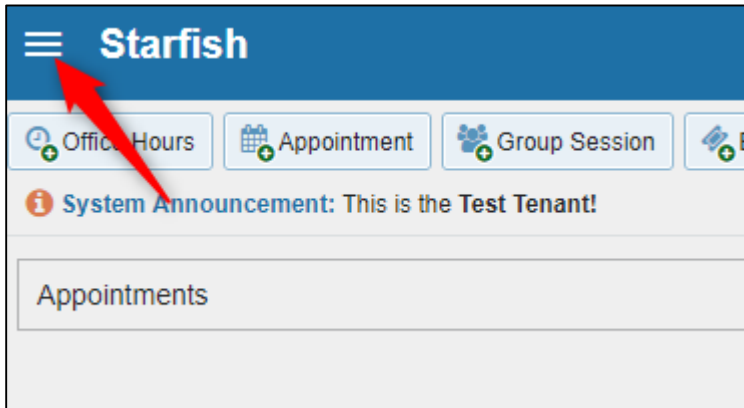
End Date:

* Required fields Never Mind Submit

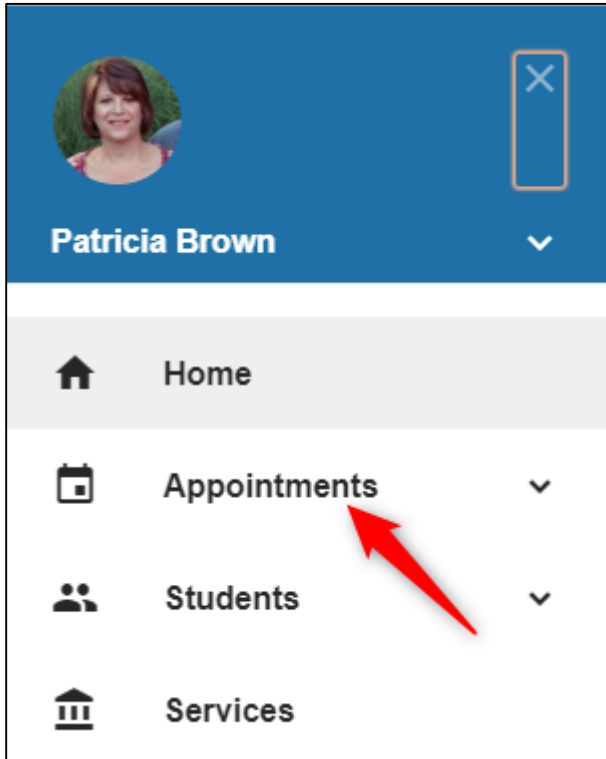
12. Click the **Submit** button when you have made all your selections.

Never Mind Submit











NOTE: To see your office hours in your calendar, click the **3 lines** by the Starfish



Click **Appointments**



You can see your office hours have been set up.

Office Hours Appointment Group Session Event Reserve Time Scheduling Wizard			
Agenda	Day	Week	
	Monday, November 05	Tuesday, November 06	Wednesday, November 07
1:00 pm			
:15			
:30			
:45	 Office Hours		 Office Hours
2:00 pm	 Sign Up		 Sign Up
:15			
:30	 Sign Up		 Sign Up
:45			
3:00 pm	 Sign Up		 Sign Up
:15			
:30	 Sign Up		 Sign Up
:45			
4:00 pm			