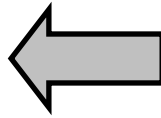


## How to set-up Office Hours

that allow for online appointment scheduling.

### 1 Set Appointment preference:



- A. Open Starfish and click your name to open your profile settings. Click the **Appointment Preferences tab**.
- B. Choose a default appointment length.
- C. Set a scheduling deadline to avoid same day appointments (recommended).
- D. Add your office location(s) recommended.
- E. Choose to give a colleague access to manage your calendar (optional).
- F. Click **Submit**.

### 2 Set Email notification Settings:

- A. Click the **email notifications** tab in your profile.
- B. Check 2 boxes to receive an emailed calendar attachment for every change to your appointments and office hours to receive email notices when students schedule appointments (recommended).
- C. To allow Starfish to read busy times from your Cal U calendar, check the box and follow instructions to insert your private Cal U link (optional) Students will not see the details of your Cal U calendar when scheduling. Click **Submit**.

### HOW TO POST APPOINTMENT AVAILABILITY IN STARFIISH

### 3 Add Appointment Availability to Starfish:

- A. Open the **Appointments** tab on your main toolbar and click the **ADD Office Hours button**.
- B. Post a title for your office hours.
- C. Set the time and frequency of your availability.
- D. Specify at least one location (offering multiple locations allows students to select their preferred location when scheduling).
- E. Decide if you require students to schedule in advance and/or walk in to meet with you (Scheduled And Walk-ins is recommended).
- F. Establish a minimum/ maximum appointment length (setting different min and max will allow students to choose how long they need when scheduling).
- G. Choose an appointment type to restrict scheduling access to specific groups of students (if applicable).
- H. Add instructions to be seen by students when scheduling appointments and choose an end date for the office hours (if recurring). **Select End of Term to have hours automatically end**.
- I. Click **Submit**. Notify your students to begin scheduling.