4. How to setup office hours v1.2

How to setup your office hours

‘Office Hours’ in Starfish is just a block of time which you define as available for your students to book appointments with you. As soon as you set it up, you will receive an ‘iCal’ calendar invitation which allows you to block that time in your personal calendar (compatible with all e-mail and calendar systems).

When a student adds themselves to a slot, you will receive another iCal invitation with the student details.

If you encounter any issues, please contact your departmental Starfish representative, or raise an ASK request (in the system selection choose ‘Starfish’). For the staff Starfish guide, please see here.

1) Firstly, you will need to setup your available locations, after you have logged in to Starfish, click on your profile on the top right:
2) Click on the ‘Appointment Preferences’ button:

**Tip:** While you’re in your profile (tab: ‘Institutional Profile’) you can update your details that students see. This can be done by adding a picture (if there is none), and fill in the ‘General Overview’ and ‘My Biography’ boxes (this can simply be a link to your PWP page).
3) Here you can Add, Edit or Delete, and finally Submit your locations. On this page you can also change your office hour blocks (under the ‘Basics’ area in the screen).
4) You can then click on ‘**Appointments**’, and on the calendar screen you can click ‘**Office Hours**’:
5) On this screen, you can specify the details of your office hours (which in Outlook we would call a ‘recurring appointment’). As soon as you submit, it will send an iCal invitation via email which allows you to save it in your Outlook (or any other calendar tool you use).

The types of meetings you will usually use for office hours are marked in (1). Please ensure you define the type of appointment and an ‘End Date’ (2).

<table>
<thead>
<tr>
<th>Office Hours Type</th>
<th>Scheduled And Walk-ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take either scheduled appointments or walk-ins</td>
<td></td>
</tr>
<tr>
<td>How long?</td>
<td>15 minutes minimum appointment length</td>
</tr>
<tr>
<td>Appointment Types</td>
<td>Academic Support</td>
</tr>
<tr>
<td></td>
<td>Pastoral support</td>
</tr>
</tbody>
</table>

Instructions: Start/End Date

- **Start Date:** 12-01-2015
- **End Date:** 25-06-2015
Now your students are able to book an appointment with you. As soon as they do, you will receive another iCal invitation with the details of the student that has made the booking.