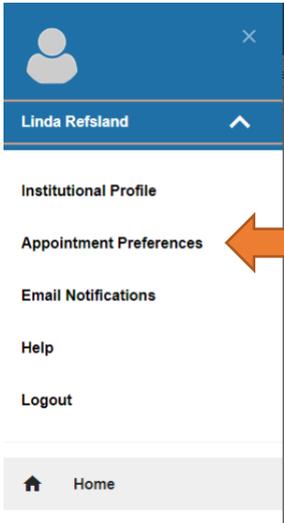


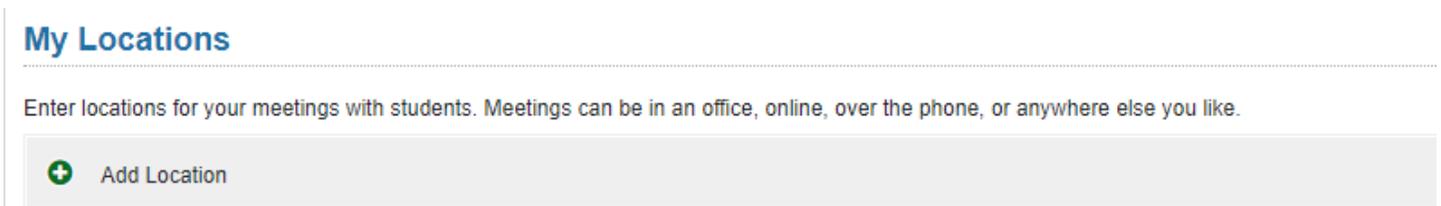
To organize remote scheduling of existing office hours or create new office hours that are remote – **first create your locations:**

How to add remote locations to your appointment options

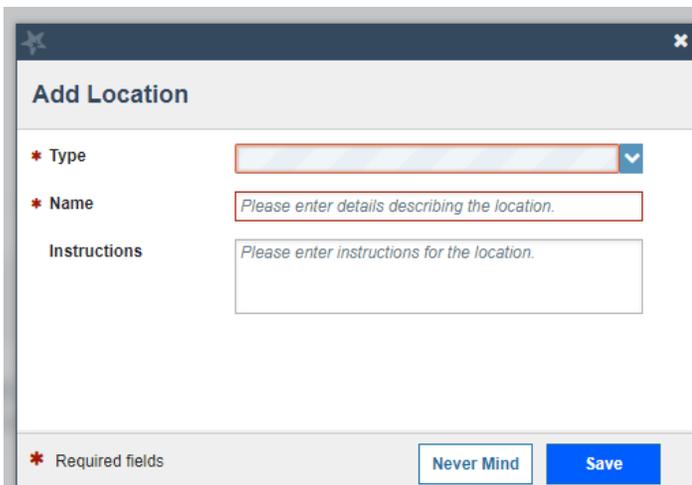
Add additional remote locations to your appointment preferences menu item:



Click add location:



Complete the details in the pop-up window and save:

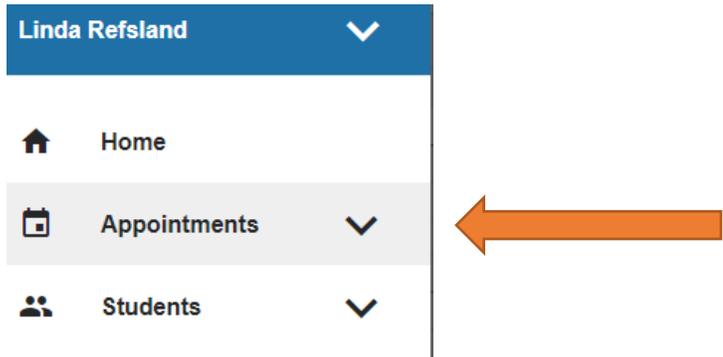


You can now edit existing office hours or add new ones with your remote options.

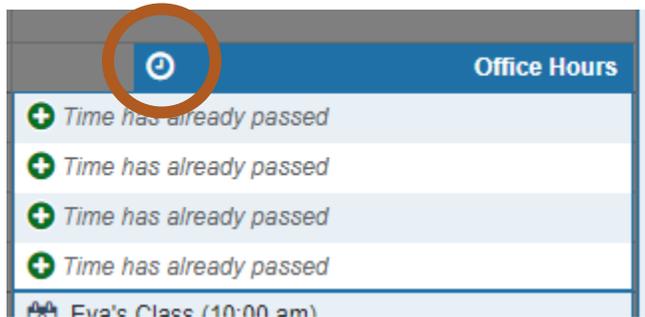
Now you can either edit current office hours or create new office hour blocks

Editing your existing office hours to change the location:

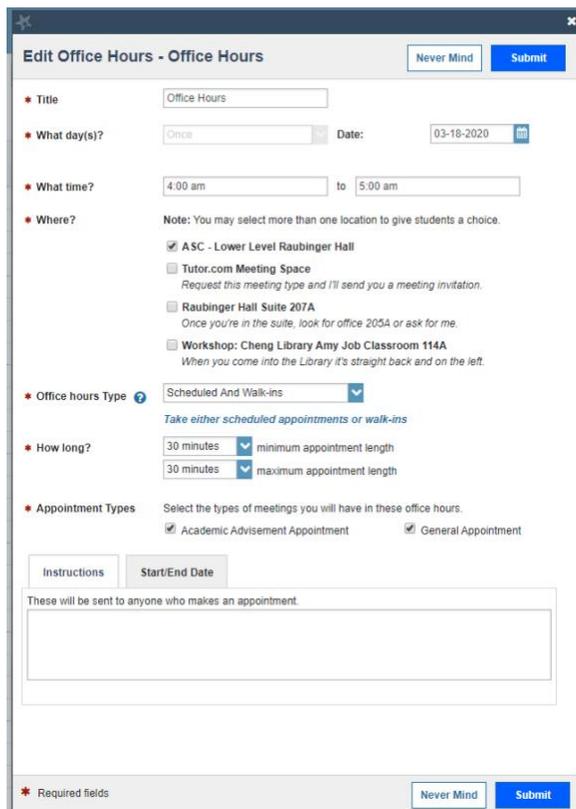
Go to your Appointments Page:



Find a block of office hours you want to change, hover over the clock icon until you see the edit page; click edit to change the location



Once you see the edit office hours page, change the checked off location options to your remote option(s) and save



A screenshot of the 'Edit Office Hours' form. The form is titled 'Edit Office Hours - Office Hours' and has 'Never Mind' and 'Submit' buttons at the top right. The form contains several sections:

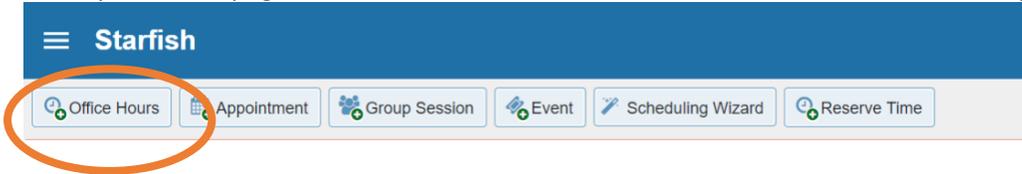
- Title:** A text input field with 'Office Hours' entered.
- What day(s):** A dropdown menu set to 'Once' and a 'Date' field set to '03-18-2020'.
- What time:** Two time input fields, '4:00 am' and '5:00 am', with 'to' between them.
- Where:** A note: 'Note: You may select more than one location to give students a choice.' Below are four location options with checkboxes:
 - ASC - Lower Level Raubinger Hall
 - Tutor.com Meeting Space (with sub-note: 'Request this meeting type and I'll send you a meeting invitation.')
 - Raubinger Hall Suite 207A (with sub-note: 'Once you're in the suite, look for office 205A or ask for me.')
 - Workshop: Cheng Library Army Job Classroom 114A (with sub-note: 'When you come into the Library it's straight back and on the left.')
- Office hours Type:** A dropdown menu set to 'Scheduled And Walk-ins' with a note: 'Take either scheduled appointments or walk-ins'.
- How long:** Two dropdown menus for 'minimum appointment length' and 'maximum appointment length', both set to '30 minutes'.
- Appointment Types:** Two checkboxes: 'Academic Advisement Appointment' and 'General Appointment', both checked.

At the bottom, there are tabs for 'Instructions' and 'Start/End Date'. Below the 'Start/End Date' tab is a text area with the text: 'These will be sent to anyone who makes an appointment.' At the very bottom, there are 'Never Mind' and 'Submit' buttons and a note: '* Required fields'.

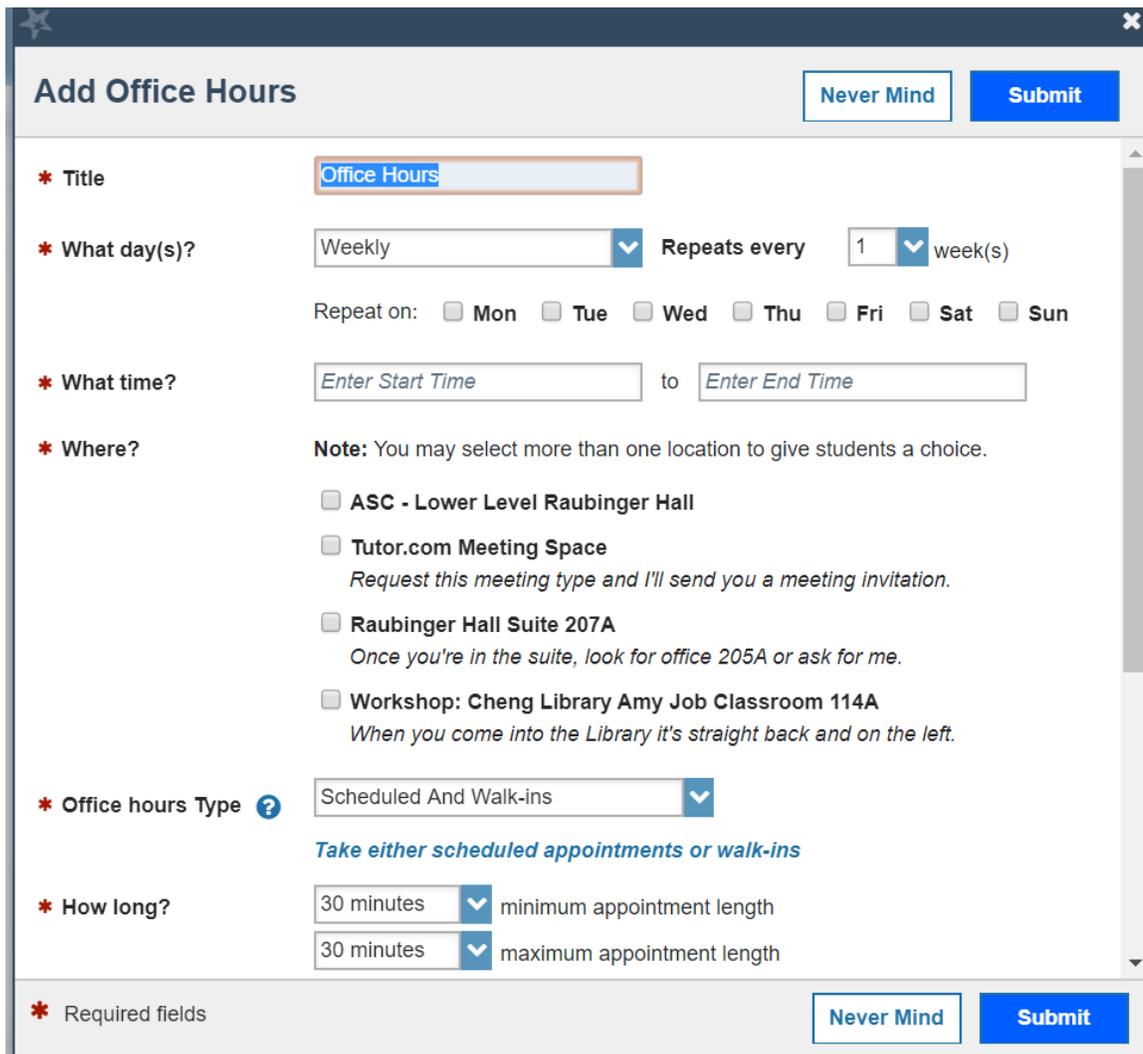
You can also create new office hour blocks with remote location options:

Once you create Office Hours, they will be visible to students you are connected to. These hours will sync with Outlook so you don't have overlapping appointments, and once an appointment slot is chosen it will appear on your calendar in Outlook and in Starfish.

- Go to your home page in Starfish and click on the Add Office Hours button on the top left hand side of the page.



- Clicking that will open a window where you can customize what office hours are available for students to see:

A screenshot of the 'Add Office Hours' form in Starfish. The form is titled 'Add Office Hours' and has a 'Never Mind' button and a 'Submit' button in the top right corner. The form contains several sections:

- Title:** A text input field containing 'Office Hours'.
- What day(s)?** A dropdown menu set to 'Weekly' and a 'Repeats every' dropdown set to '1' week(s). Below this are radio buttons for 'Repeat on:' with options for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
- What time?** Two text input fields labeled 'Enter Start Time' and 'Enter End Time' with 'to' between them.
- Where?** A note: 'Note: You may select more than one location to give students a choice.' Below this are four radio button options:
 - ASC - Lower Level Raubinger Hall
 - Tutor.com Meeting Space
Request this meeting type and I'll send you a meeting invitation.
 - Raubinger Hall Suite 207A
Once you're in the suite, look for office 205A or ask for me.
 - Workshop: Cheng Library Amy Job Classroom 114A
When you come into the Library it's straight back and on the left.
- Office hours Type** A dropdown menu set to 'Scheduled And Walk-ins' with a question mark icon.
- How long?** Two dropdown menus, both set to '30 minutes'. The first is labeled 'minimum appointment length' and the second is labeled 'maximum appointment length'.

At the bottom of the form, there is a 'Required fields' section with a red asterisk icon, and 'Never Mind' and 'Submit' buttons.

- Give your office hours block a name, check off if it's repeated weekly, choose day(s), hours and location(s)
- It's recommended to create scheduled office hours type only and set a minimum appointment length
- Make sure to set your appointment types to include whatever options you have set

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

Academic Advisement Appointment General Appointment

Instructions **Start/End Date**

These will be sent to anyone who makes an appointment.

- Make sure to click the start/end date and choose end of term:

Instructions **Start/End Date**

Start Date: 03-18-2020

End Date: Never

Never
End of Term
On Date
After

* Required fields

- At the end you can set a message that all students who set an appointment with you will receive.

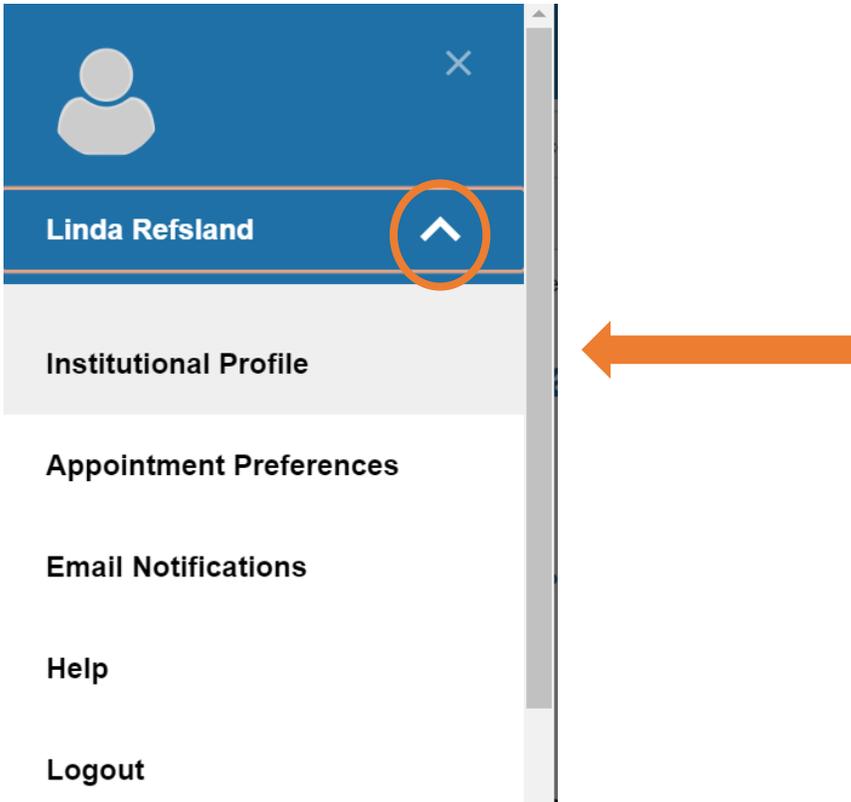
You can create multiple blocks of office hours that are different days and different times. Once you finish one block, click the add office hours button and create your next block.

You can also view this short how-to video on creating office hours: [Creating office hours](#)

Sending a Link to your Schedule

You can now send a link to your scheduled hours – which provides a faster way for students to get to your schedule and connect to you:

From your Starfish homepage click on the menu icon and then click on the down arrow next to your name to show your Institutional Profile link:



Click on your Institutional Profile:

You'll see options to share links to your Schedule or Profile; click Copy Link to Clipboard to paste the link into an email or Blackboard announcement:

Share Links

Share your appointment and/or profile link with students by copying the link(s) to the clipboard. You can use the links in emails, email signatures, a non-St: the appropriate checkbox(es) below to display the link(s) on your Connection Profile in the Services tab. Students who receive a link to schedule an appoir relationship in Starfish with you. Note: If you are having trouble copying a link, try using another web browser.

Link to schedule an appointment with me

<https://wpunj.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1101843/schedule> [Copy link to clipboard](#)

Make link available in the Services tab on my profile for other staff to copy.

Link to view my profile

<https://wpunj.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=connection/1101843> [Copy link to clipboard](#)

Make link available in the Services tab on my profile for other staff to copy.

Other Starfish tips and info are here:

<https://www.wpunj.edu/academicsupport/starfish/starfish-for-faculty/>