Getting Started with Starfish: Creating Office Hours for Advisors

What are Office Hours?

Office hours are blocks of time on your Starfish calendar that allow students to schedule appointments with you through Starfish. If office hours are not set, students are unable to schedule appointments with you. As a reminder, by syncing your Starfish and Outlook calendar, your Outlook busy times will override your office hours (and show as unavailable to students).

How do I set up Office Hours?

1. Go to canopy.uc.edu and log-in with your UC username and password.
2. Under Tools on the left-side of the page, click Starfish.
3. Select the menu icon in the top left corner of the page. Click Appointments.
4. Click the Office Hours button.
5. Change the Title of office hours, if you choose.
6. Select days of availability and if the hours should repeat (e.g. weekly).
7. Enter your Start and End times.
8. Select Where for your office hours location.
9. Select your Office hours Type (if your unit is using a kiosk, it is recommended to select Scheduled and Walk-ins).
10. Select your minimum and maximum appointment length (suggested minimum is 30 minutes and maximum 1 hour).
11. Select the appropriate **Appointment Type** for your office hours. Example: If you are an A&S advisor, select only A&S Advising. This allows students to schedule appointments appropriate to A&S Advising.

12. Enter **Instructions**. Students will see these instructions when scheduling their appointment and in their appointment confirmation email.

13. If you set recurring availability, set a **start/end date**.

14. Click **Submit**.

**How do I edit Office Hours?**

Follow the instructions below to edit your office hours. Certain changes will cause an error if appointments are already scheduled. If you encounter issues, please contact starfishhelp@uc.edu.

1. Select the menu icon in the top left corner of the page. Click **Appointments**.

2. Go to the **day or week** view.

3. Hover over the **Clock icon** next to your **Office Hours**.

4. Click **Edit**.
How do I cancel Office Hours?

Follow the instructions below to cancel your office hours. If you have appointments scheduled past the date you are trying to cancel, the appointments will be automatically canceled. If you encounter issues, please contact starfishhelp@uc.edu.

1. Select the menu icon in the top left corner of the page. Click **Appointments**.
2. Go to the **day or week** view.
3. Hover over the **Clock icon** next to your **Office Hours**.
4. Click **Cancel**.
5. Choose if you want to cancel Office Hours for **that day only** or the **entire series**.
   a. **Just this one**: Write a message to students whose appointments will be canceled. Leave blank if no appointments will be canceled.
   b. **The entire series**: Select the date to cancel. Write a message to send to appointments explaining the cancellation.

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