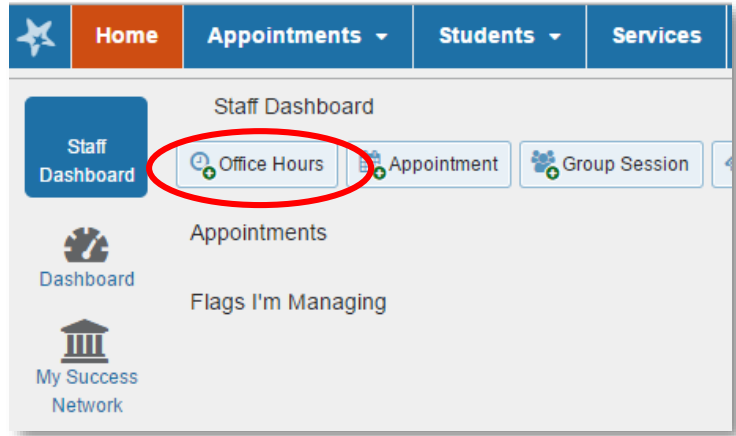


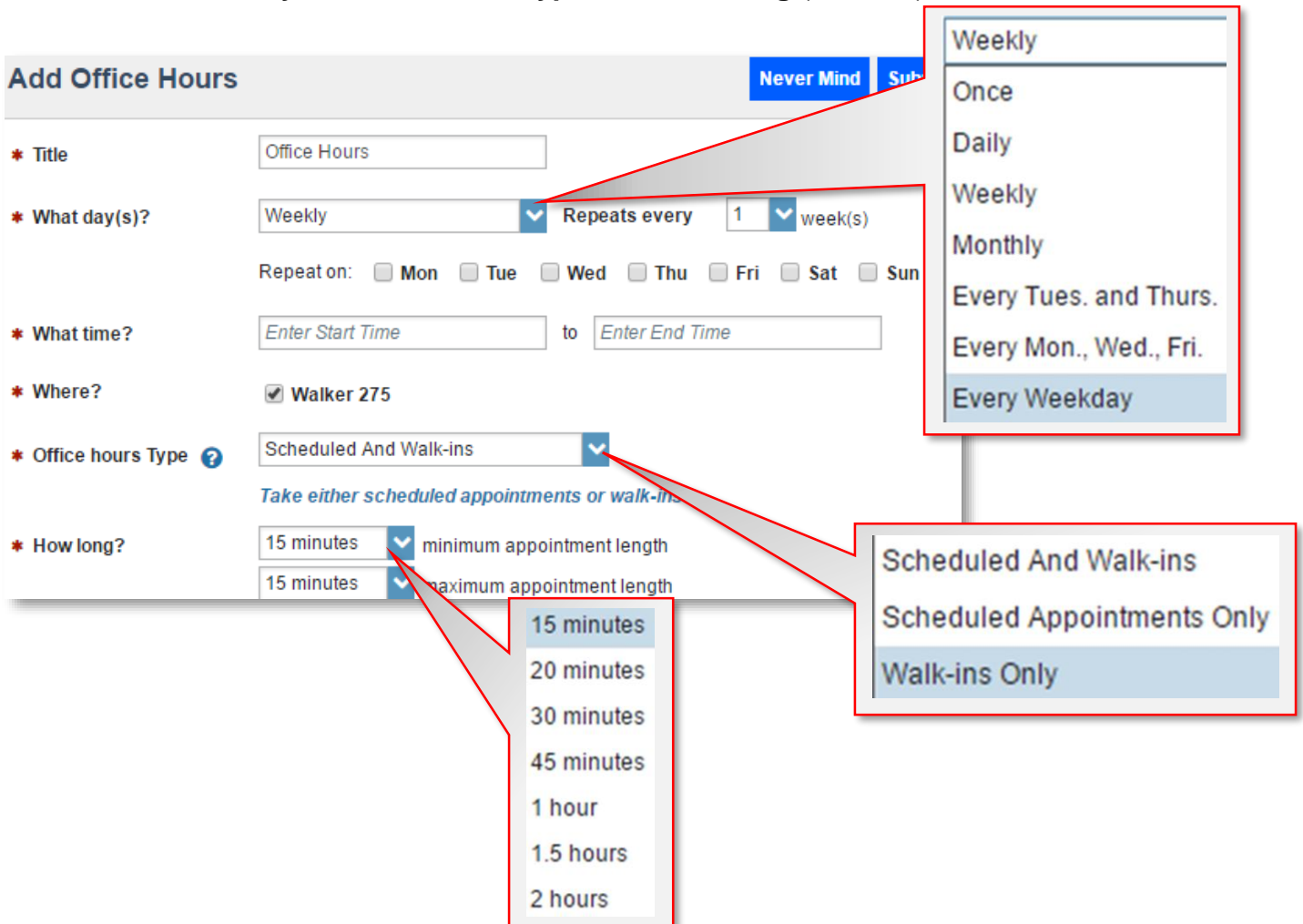
## Configuring Your Office Hours in Starfish

Another customization you will want to configure when you first access Starfish is your “**Office Hours**”. This will tell students when you are, and are not, available.

1. From your home page click “**Office Hours**”.



2. Enter **Title**, **Days**, **Time**, **Where**, **Type** and **How Long** (duration).

A screenshot of the 'Add Office Hours' form in Starfish. The form includes fields for Title, What day(s), What time?, Where?, Office hours Type, and How long?. Callouts highlight three dropdown menus: 1. 'What day(s)?' dropdown showing options like Weekly, Daily, Monthly, etc. 2. 'Office hours Type' dropdown showing options like Scheduled And Walk-ins, Scheduled Appointments Only, and Walk-ins Only. 3. 'How long?' dropdown showing options like 15 minutes, 20 minutes, 30 minutes, 45 minutes, 1 hour, 1.5 hours, and 2 hours.

Questions? Please contact [advising@radford.edu](mailto:advising@radford.edu)

## Configuring Your Office Hours in Starfish

3. From the “**Instructions**” tab you can leave a message for anyone that schedules an appointment with you.

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

This can be a good location to give students additional information needed for online appointments. (E.g. Skype ID, or meeting link)

4. From the “**Star/End Date**” tab you can choose the duration of a certain set of office hours. You can rename these at the top of the page if you have more than one, to help distinguish between them.

Instructions Start/End Date

Start Date: 07-26-2016

End Date: Never

After  
Never  
End of Term  
On Date  
After

5. Finally, don't forget to submit your changes via the submit button in the bottom right-hand corner.

Never Mind Submit

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