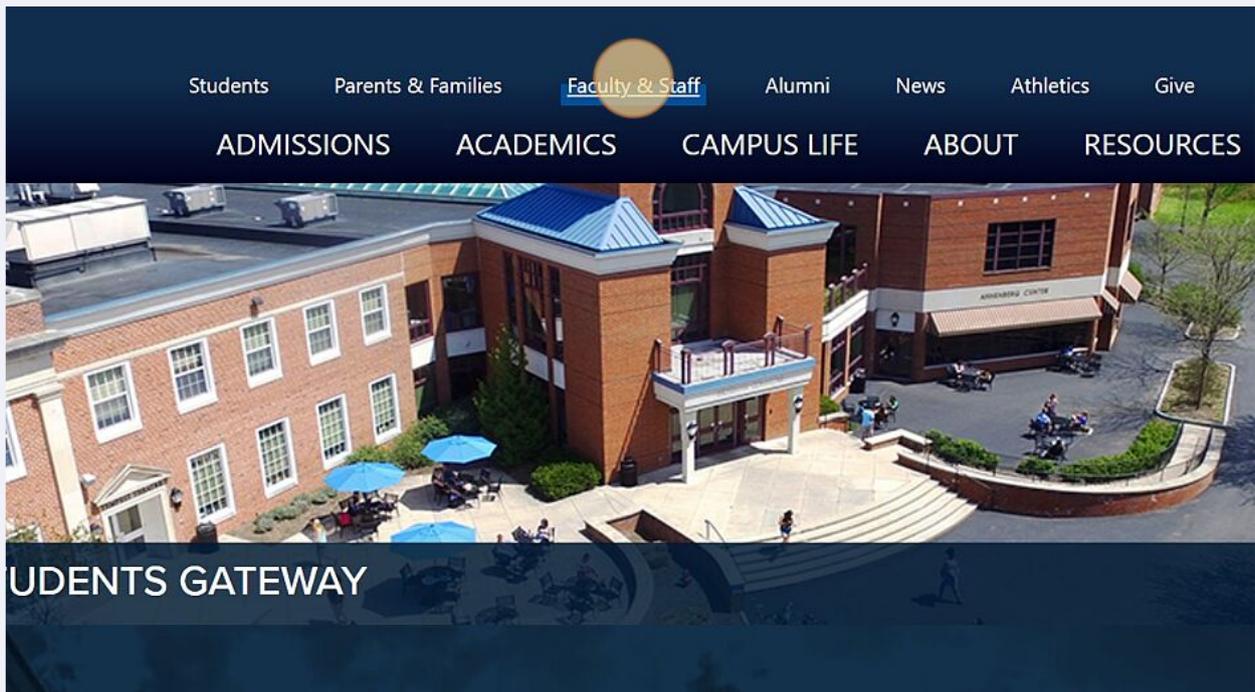


# Setting, Editing & Deleting Office Hours

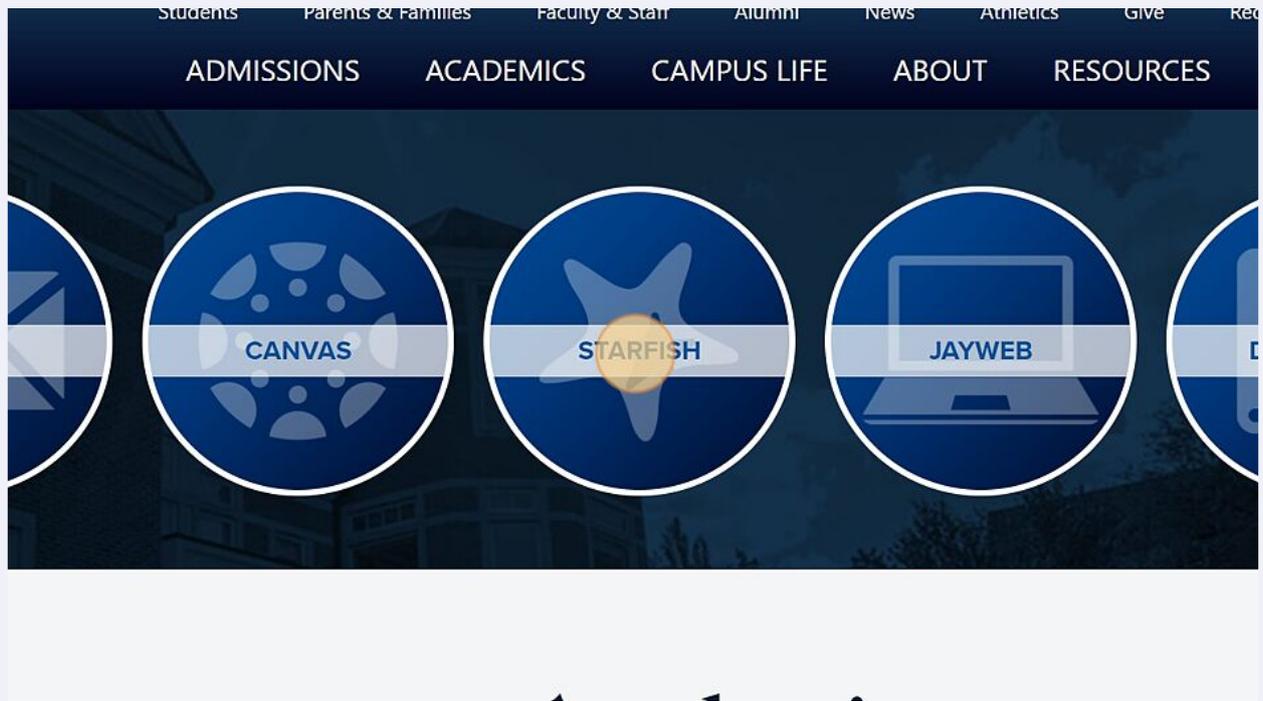
View the "Adding an Office Location" screenshots and complete those tasks before adding office hours.

1 Navigate to [www.etown.edu/current-students/index.aspx](http://www.etown.edu/current-students/index.aspx)

2 Click "Faculty & Staff"

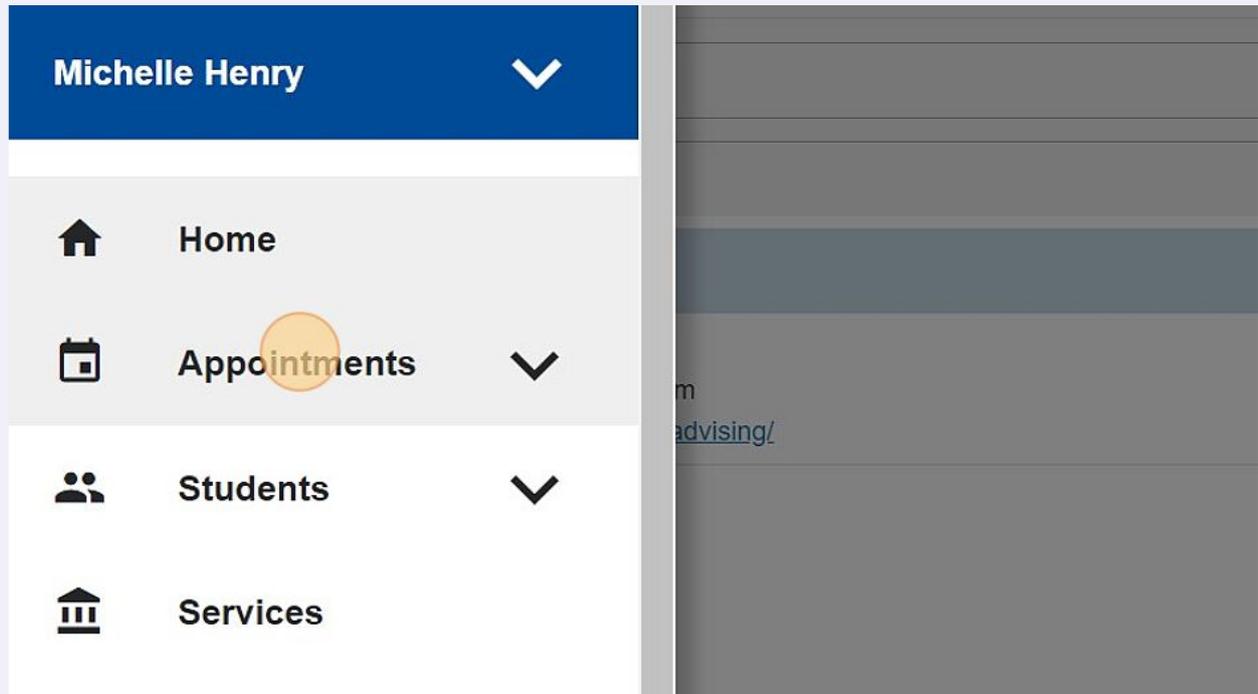


**3** Click "STARFISH" Use Jayweb username and password to log in.

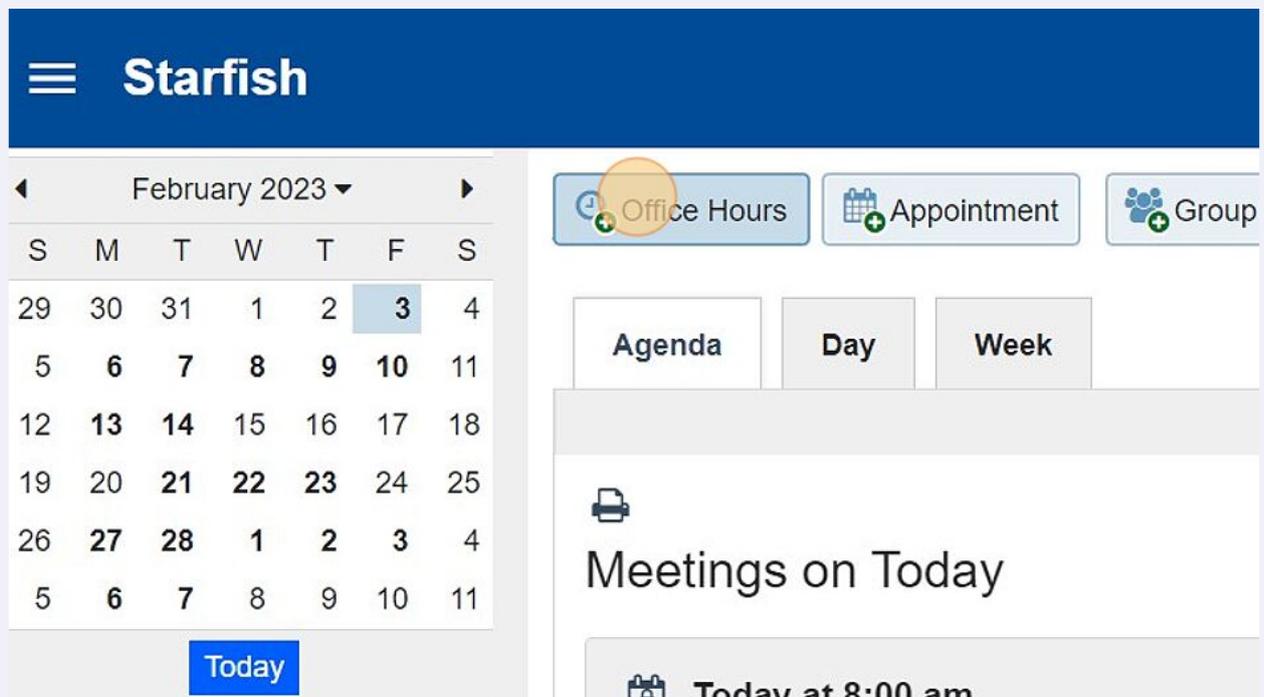


**4** Click "menu"

5 Click "Appointments"

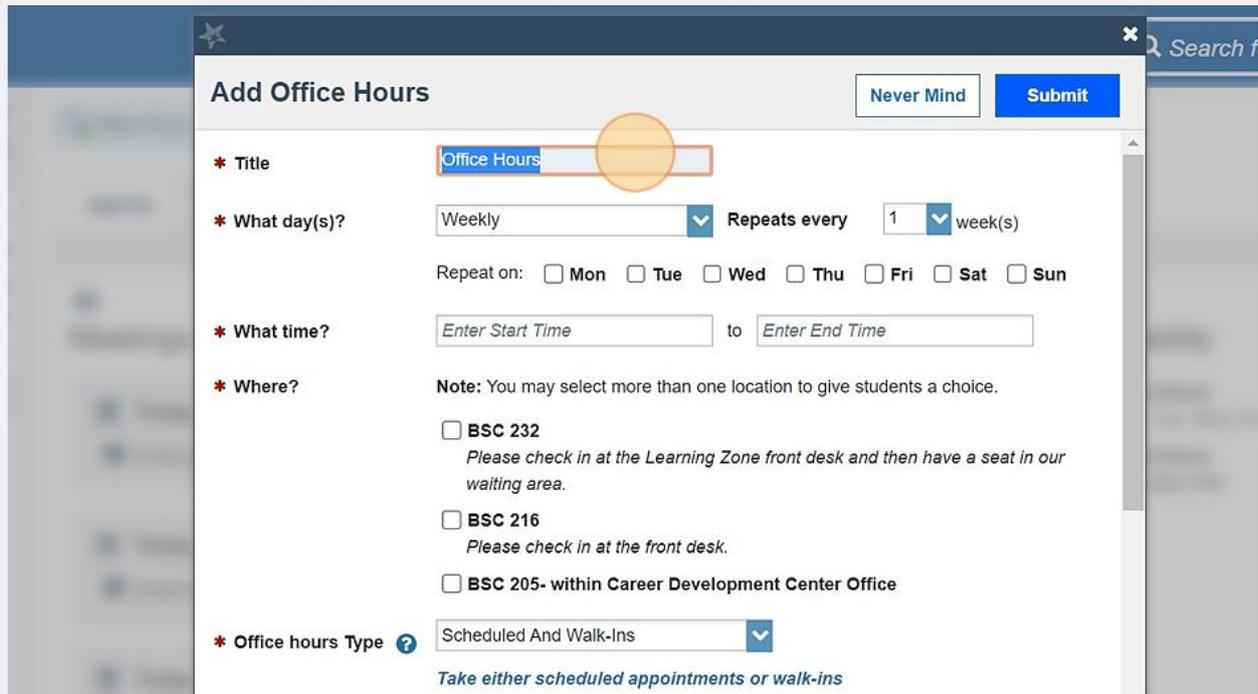


6 Click "Office Hours"



7

Click the "Title (required)" field and enter the title you'd like to call this set of office hours.



The screenshot shows the 'Add Office Hours' form. The title field is highlighted with a red box and a yellow circle. The form includes fields for 'Title', 'What day(s)?', 'Repeats every', 'What time?', and 'Where?'. The 'Office hours Type' is set to 'Scheduled And Walk-Ins'.

**Add Office Hours** Never Mind Submit

\* Title

\* What day(s)?  Repeats every  week(s)

Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

\* What time?  to

\* Where? **Note:** You may select more than one location to give students a choice.

**BSC 232**  
*Please check in at the Learning Zone front desk and then have a seat in our waiting area.*

**BSC 216**  
*Please check in at the front desk.*

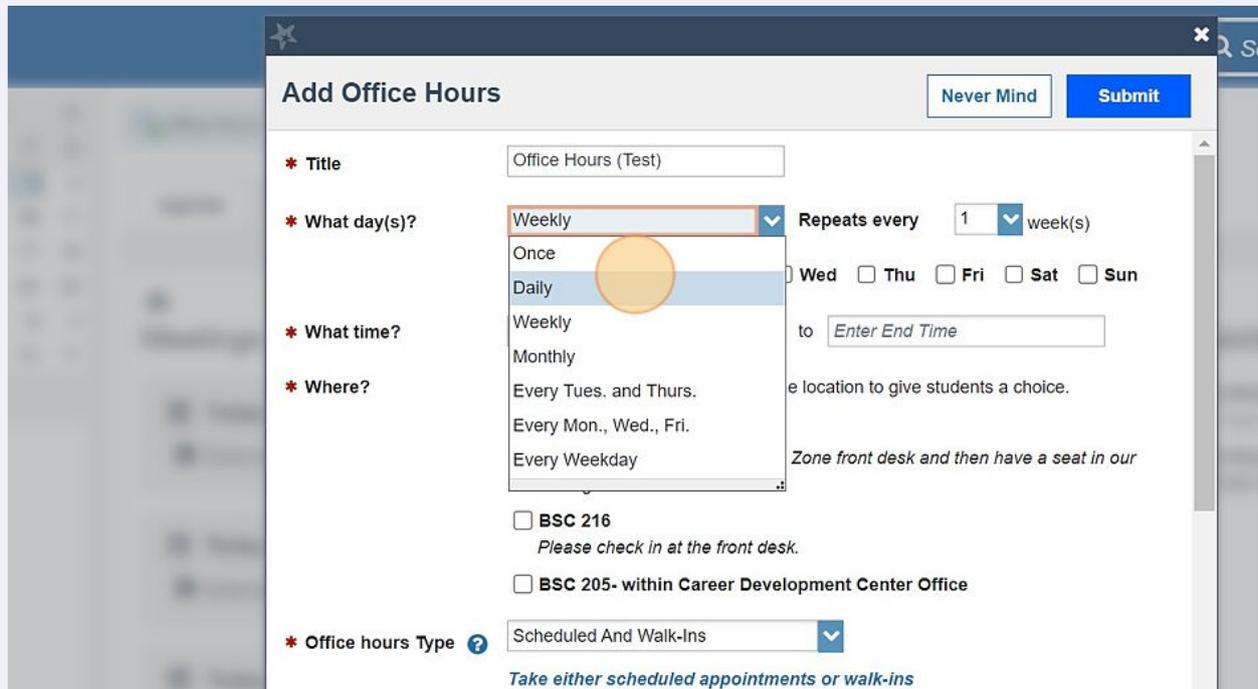
**BSC 205- within Career Development Center Office**

\* Office hours Type  ?

*Take either scheduled appointments or walk-ins*

8

Select the option you'd like.



The screenshot shows the 'Add Office Hours' form with the 'What day(s)?' dropdown menu open. The 'Daily' option is highlighted with a yellow circle. The form includes fields for 'Title', 'What day(s)?', 'Repeats every', 'What time?', and 'Where?'. The 'Office hours Type' is set to 'Scheduled And Walk-Ins'.

**Add Office Hours** Never Mind Submit

\* Title

\* What day(s)?

Repeats every  week(s)

Wed  Thu  Fri  Sat  Sun

\* What time?

\* Where? **Note:** You may select more than one location to give students a choice.

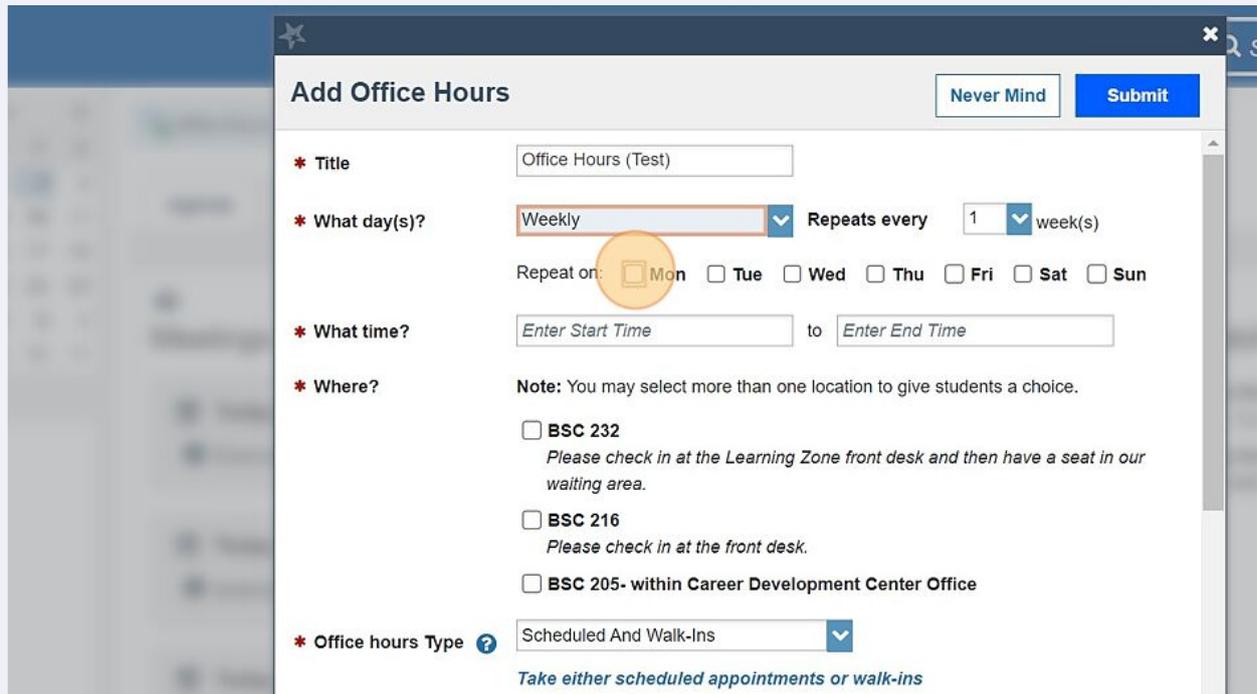
**BSC 216**  
*Please check in at the front desk.*

**BSC 205- within Career Development Center Office**

\* Office hours Type  ?

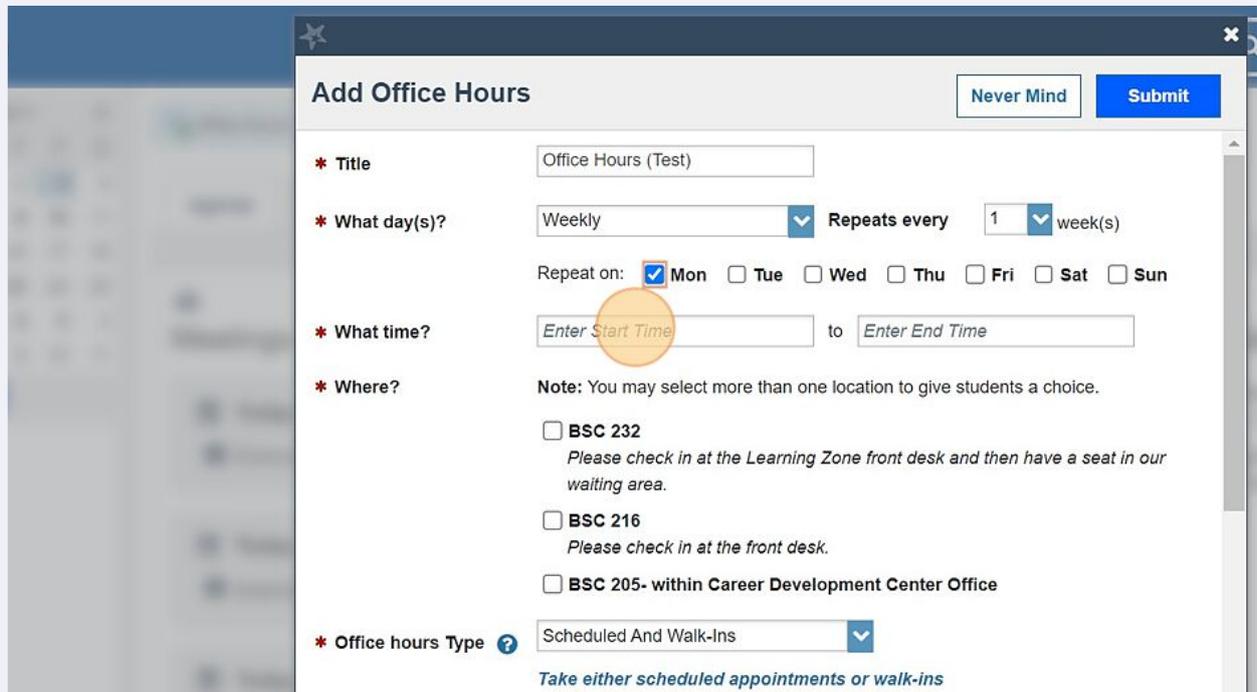
*Take either scheduled appointments or walk-ins*

9 Select the day you'd like it to repeat on if needed.



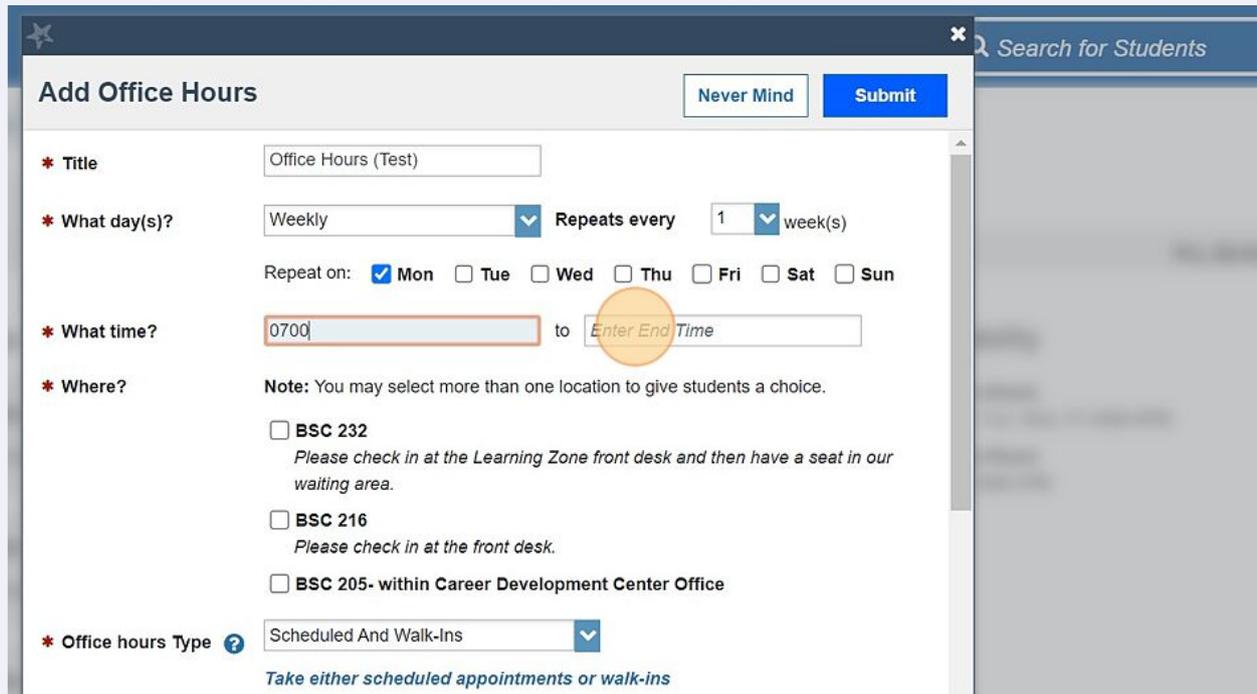
The screenshot shows the 'Add Office Hours' form. The 'Repeat on:' section has a radio button selected for 'Mon', which is highlighted with a yellow circle. The 'What day(s)?' dropdown is set to 'Weekly' and 'Repeats every' is set to '1 week(s)'. The 'What time?' section has two text boxes for 'Enter Start Time' and 'Enter End Time'. The 'Where?' section has three radio button options: 'BSC 232', 'BSC 216', and 'BSC 205- within Career Development Center Office'. The 'Office hours Type' dropdown is set to 'Scheduled And Walk-Ins'. The form has 'Never Mind' and 'Submit' buttons at the top right.

10 Click this text field and enter the time you'd like the block to start.



The screenshot shows the 'Add Office Hours' form. The 'Repeat on:' section has radio buttons for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. The 'Mon' radio button is selected and highlighted with a yellow circle. The 'What time?' section has two text boxes for 'Enter Start Time' and 'Enter End Time'. The 'Where?' section has three radio button options: 'BSC 232', 'BSC 216', and 'BSC 205- within Career Development Center Office'. The 'Office hours Type' dropdown is set to 'Scheduled And Walk-Ins'. The form has 'Never Mind' and 'Submit' buttons at the top right.

11 Click this text field and enter the time you'd like to end the block.



**Add Office Hours** [Never Mind] [Submit]

\* Title: Office Hours (Test)

\* What day(s)? Weekly [v] Repeats every 1 [v] week(s)

Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

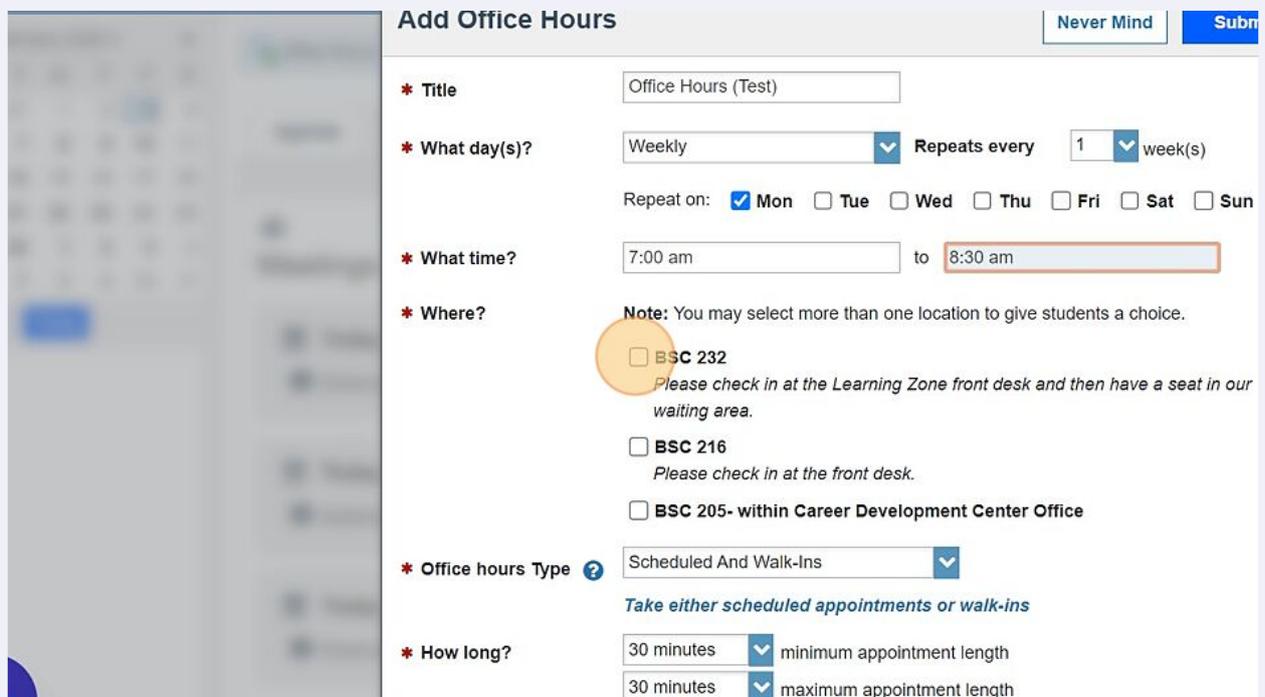
\* What time? 0700 to Enter End Time

\* Where? **Note:** You may select more than one location to give students a choice.

- BSC 232  
*Please check in at the Learning Zone front desk and then have a seat in our waiting area.*
- BSC 216  
*Please check in at the front desk.*
- BSC 205- within Career Development Center Office

\* Office hours Type [?] Scheduled And Walk-Ins [v]  
*Take either scheduled appointments or walk-ins*

12 Click the location where you plan to host the hours.



**Add Office Hours** [Never Mind] [Submit]

\* Title: Office Hours (Test)

\* What day(s)? Weekly [v] Repeats every 1 [v] week(s)

Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

\* What time? 7:00 am to 8:30 am

\* Where? **Note:** You may select more than one location to give students a choice.

- BSC 232  
*Please check in at the Learning Zone front desk and then have a seat in our waiting area.*
- BSC 216  
*Please check in at the front desk.*
- BSC 205- within Career Development Center Office

\* Office hours Type [?] Scheduled And Walk-Ins [v]  
*Take either scheduled appointments or walk-ins*

\* How long? 30 minutes [v] minimum appointment length  
30 minutes [v] maximum appointment length

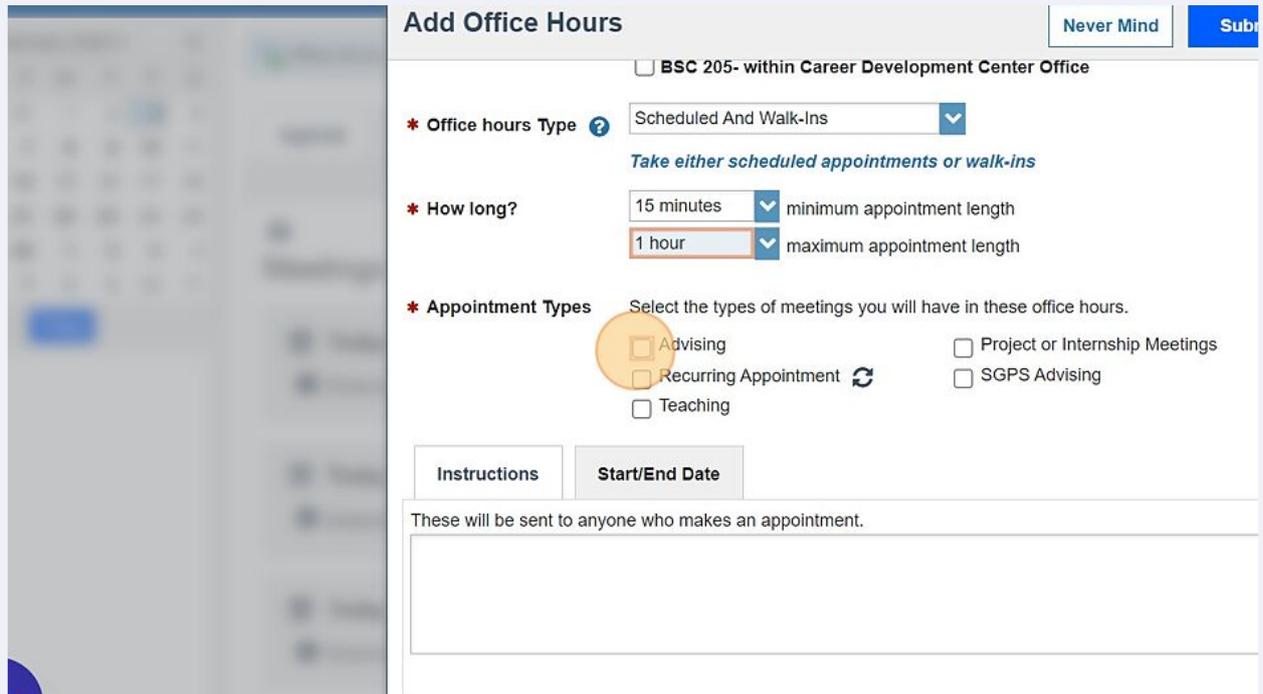
13 Select if you'd like scheduled appointments, walk-ins or both.

The screenshot shows the 'Add Office Hours' form. At the top right, there are 'Never Mind' and 'Submit' buttons. The form is for 'BSC 232' and includes instructions: 'Please check in at the Learning Zone front desk and then have a seat in our waiting area.' There are three location options: 'BSC 232' (checked), 'BSC 216', and 'BSC 205- within Career Development Center Office'. The 'Office hours Type' dropdown menu is open, showing options: 'Scheduled And Walk-Ins' (selected), 'Scheduled And Walk-Ins walk-ins', 'Scheduled Appointments Only length', and 'Walk-Ins Only length'. Below this is the 'How long?' field. The 'Appointment Types' section includes checkboxes for 'Advising', 'Recurring Appointment', 'Teaching', 'Project or Internship Meetings', and 'SGPS Advising'. At the bottom, there are 'Instructions' and 'Start/End Date' buttons.

14 Select a minimum and maximum appointment length (the student will be able to select how much time they'd like if you set varying options).

The screenshot shows the 'Add Office Hours' form. At the top right, there are 'Never Mind' and 'Submit' buttons. The form is for 'BSC 232' and includes instructions: 'Please check in at the Learning Zone front desk and then have a seat in our waiting area.' There are three location options: 'BSC 232' (checked), 'BSC 216', and 'BSC 205- within Career Development Center Office'. The 'Office hours Type' dropdown menu is set to 'Scheduled And Walk-Ins', with a note: 'Take either scheduled appointments or walk-ins'. The 'How long?' field has two dropdown menus: '30 minutes minimum appointment length' and '30 minutes maximum appointment length'. The 'Appointment Types' section includes checkboxes for 'Advising', 'Recurring Appointment', 'Teaching', 'Project or Internship Meetings', and 'SGPS Advising'. At the bottom, there are 'Instructions' and 'Start/End Date' buttons. Below these buttons, there is a text input field with the placeholder text: 'These will be sent to anyone who makes an appointment.'

15 Check the box for the Appointment type you'd like to host for this block.



**Add Office Hours** Never Mind Submit

BSC 205- within Career Development Center Office

\* Office hours Type ? Scheduled And Walk-Ins ▼

*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

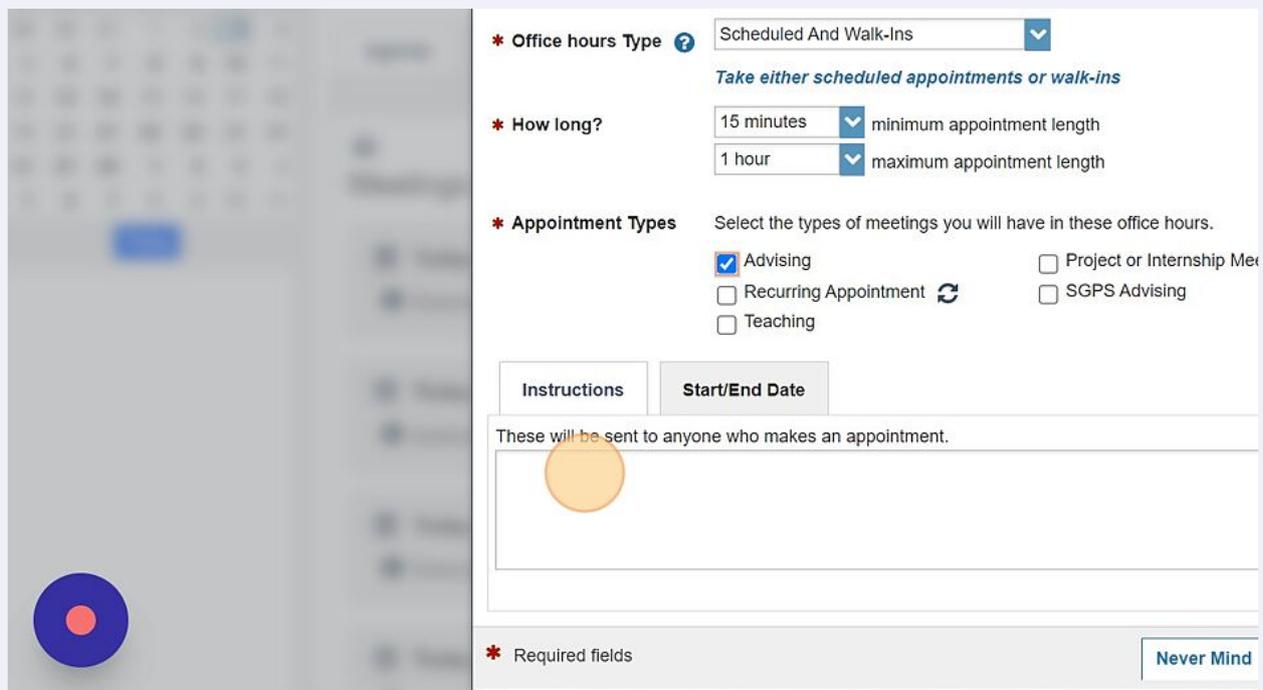
\* Appointment Types Select the types of meetings you will have in these office hours.

Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

16 Enter any instructions you'd like to give the student.



\* Office hours Type ? Scheduled And Walk-Ins ▼

*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

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

Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

\* Required fields Never Mind

17 Click "Start/End Date"

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

These will be sent to anyone who makes an appointment.  
Please check in with Amy at the front desk when you arrive!

\* Required fields Never Mind Submit

18 Select the start date you'd prefer, options being Today or if you want this block to begin at a later date.

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

Start Date: 02-03-2023 📅  
End Date: Never ▼

\* Required fields Never Mind Submit

19 Click "Today" or a later date.

\* Office hours Type ? Scheduled And Walk-Ins ▼

*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Instructions

Start Date: 02-03-2023 📅

End Date: Never ▼

\* Required fields

Never Mind Submit

20 Click the drop down for an end date.

\* Office hours Type ? Scheduled And Walk-Ins ▼

*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

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

- Advising
- Recurring Appointment 🔄
- Teaching
- Project or Internship Meetings
- SGPS Advising

Instructions Start/End Date

Start Date: 02-03-2023 📅

End Date: Never ▼

\* Required fields

Never Mind Submit

21 You can select either "End of Term"

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

Start Date: 02-03-2023 📅

End Date: Never ▼  
Never  
End of Term  
On Date  
After

\* Required fields ⋮ Never Mind S

22 Click here and select the current term

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

Start Date: 02-03-2023 📅

End Date: End of Term ▼ 2022-2023 - Spring Semester ▼

\* Required fields ⋮ Never Mind Submit

23 or end the block on a certain date and click "On Date"

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

Start Date: 02-03-2023 📅  
End Date: End of Term ▼ 2022-2023 - Spring Semester ▼  
Never  
End of Term  
On Date  
After

\* Required fields ⋮ Never Mind Submit

24 Use the calendar icon to select the date you'd like to end the block on.

\* Office hours Type ? Scheduled And Walk-Ins ▼  
*Take either scheduled appointments or walk-ins*

\* How long? 15 minutes ▼ minimum appointment length  
1 hour ▼ maximum appointment length

\* Appointment Types Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment ↻  SGPS Advising  
 Teaching

Instructions Start/End Date

Start Date: 02-03-2023 📅  
End Date: On Date ▼ 02-03-2023 📅

\* Required fields ⋮ Never Mind Submit

## 25 Click "Submit"

type ? Scheduled And Walk-Ins

*Take either scheduled appointments or walk-ins*

15 minutes minimum appointment length

1 hour maximum appointment length

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

Advising  Project or Internship Meetings

Recurring Appointment  SGPS Advising

Teaching

Start/End Date

02-03-2023

On Date 05-05-2023

Never Mind **Submit** Submit

## 26 To change office hours, on the Appointments page, hover over the Clock image then Click "Edit"

02-06-2023 at 7:00 am

BSC 232

Please check in with Amy at the front desk when you arrive.

Participants

**Edit** Cancel Walk-In

**Office Hours (Test)**  
Mon Feb 6 7-8:30AM

## 27 Edit whichever field you'd like

**Edit Office Hours - Office Hours (Test)** [Never Mind] [Submit]

\* **Title** Office Hours (Test)

\* **What day(s)?** Weekly Repeats every 1 week(s)  
Repeat on:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

\* **What time?** 7:00 am to 8:30 am

\* **Where?** **Note:** You may select more than one location to give students a choice.  
 **BSC 232**  
Please check in at the Learning Zone front desk and then have a seat in our waiting area.  
 **BSC 216**  
Please check in at the front desk.  
 **BSC 205- within Career Development Center Office**

\* **Office hours Type** Scheduled And Walk-Ins  
Take either scheduled appointments or walk-ins

## 28 Click "Submit"

Office hours Type: Scheduled And Walk-Ins  
Take either scheduled appointments or walk-ins

30 minutes minimum appointment length  
30 minutes maximum appointment length

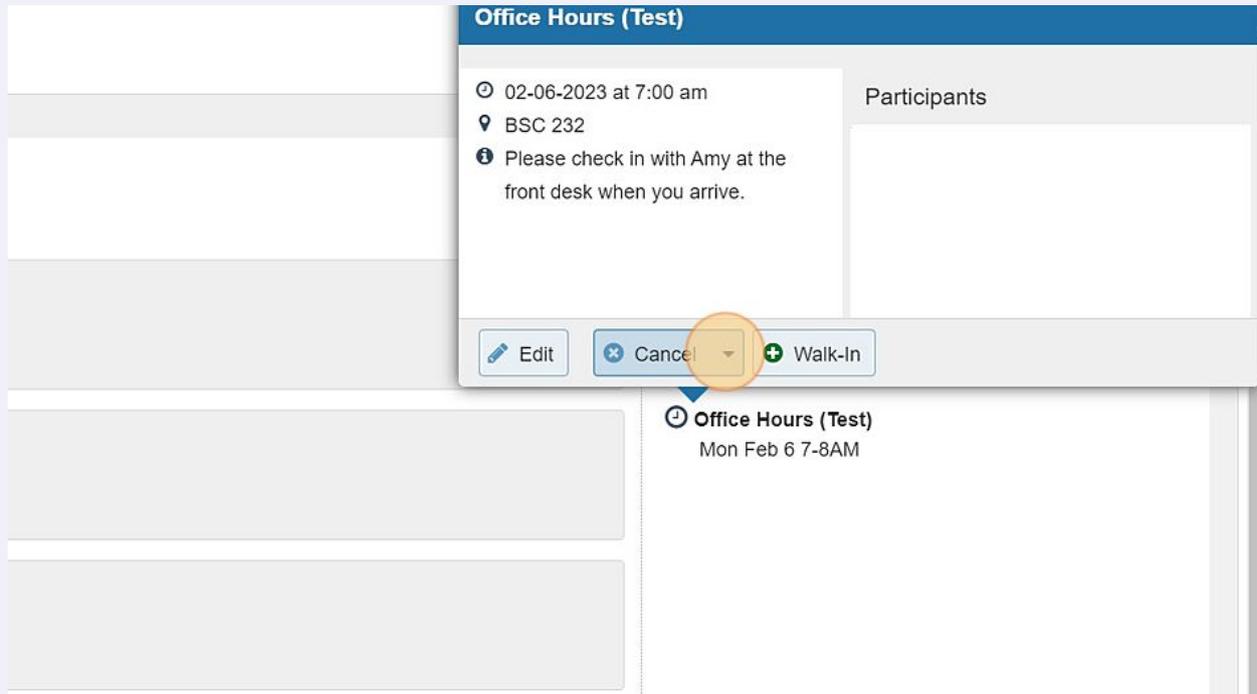
**Types** Select the types of meetings you will have in these office hours.  
 Advising  Project or Internship Meetings  
 Recurring Appointment  SGPS Advising  
 Teaching

**Start/End Date**  
02-03-2023  
End of Term: 2022-2023 - Spring Semester

[Never Mind] [Submit]

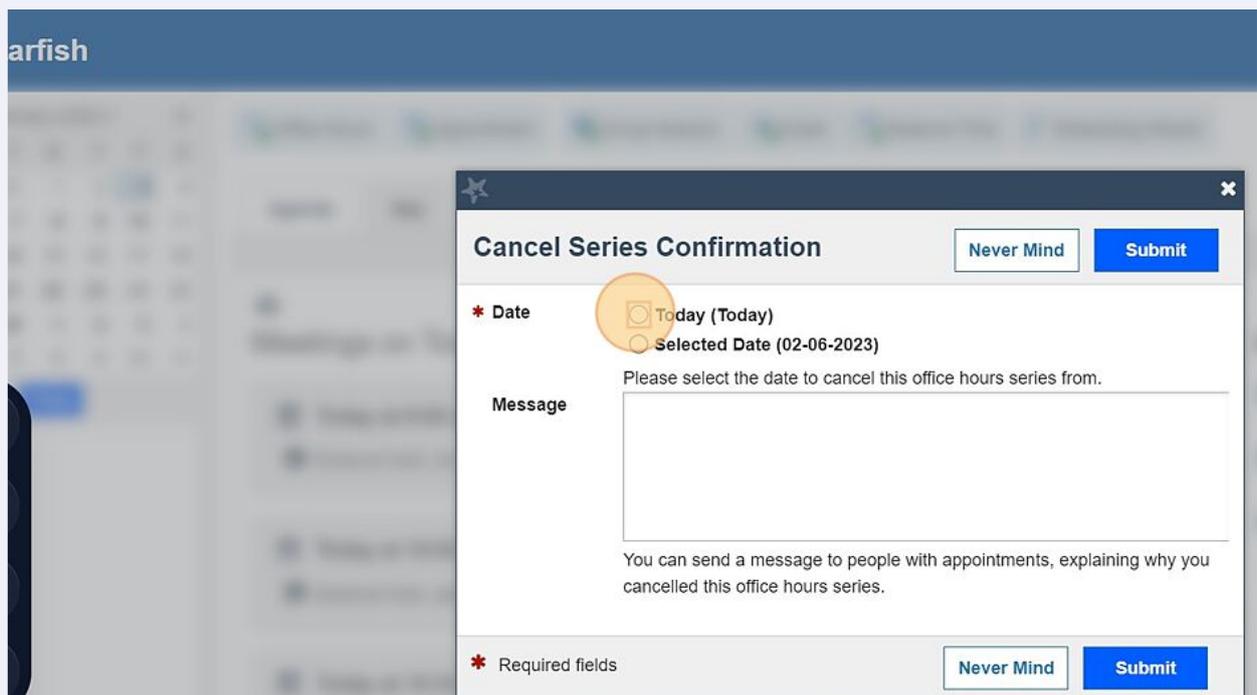
29

To completely cancel a block of office hours, on the Appointments page, hover over the clock and Click "Cancel". You'll be asked if you wish to cancel just one occurrence of this office hour of the entire series/block.



30

If you'd like to cancel the whole series it will ask if you wish to cancel it today or not until next time the appointments occur. You have the option to send a message to anyone scheduled in that block about the cancellation- their appointments will be cancelled.



31 Click "Submit"

