How to cancel an Office Hour block or entire series in Starfish

Starfish allows users to cancel existing individual Office Hour blocks or an entire Office Hour series. To cancel an existing Office Hour block or series click the clock icon in the header of the relevant Office Hour block/series.

You will then see the cancel button with a drop-down menu option available. Clicking the drop down icon opens the Cancel menu that provides two options: 1) Just this one, or 2) The entire series.

Select the appropriate cancellation option.

Clicking the “Just this one” option will open the “Delete Office Hours” window. Enter any message or instructions that you would like to send to students who might have appointments scheduled in the Office Hour block you are cancelling. This message will be sent to any student(s) affected. Click the blue “Submit” button to cancel the Office Hour block.
Clicking the “The entire series” option will open the “Cancel Series Confirmation” window.

Be sure to select the timeframe you want the cancellation to begin – the options are “Today” or “Selected Date” which displays the date of the Office Hour block for you clicked on the header icon to begin the cancellation process. Enter any message or instructions that you would like to send to students who might have appointments scheduled in the Office Hour series you are cancelling. This message will be sent to any student(s) affected. Click the blue “Submit” button to cancel the Office Hour series.
Be sure to go into your Outlook calendar and click the “Remove from calendar” buttons in the cancellation messages you received from Starfish. This will remove the Office Hour block/series from your Outlook calendar.