How to edit an Office Hour series in Starfish

Starfish allows users to edit existing Office Hour series. It is *not* possible to edit a single Office Hour block/instance – only the entire series that instance is a part of. To edit an existing Office Hour series click the clock icon in the header of a relevant Office Hour block in the series.

You will then see the edit button in the lower left of the small window that opens. Using that edit button will allow you to edit the entire Office Hour series (not just the one you have selected).
Clicking the edit button opens the “Edit Office Hours” window. In this window you can edit almost all of the fields in the Office Hour Series including the time, location, type, length, and start/end dates.

Be sure to click the blue “Submit” button at either the top, or the bottom of the window in order to ensure your edits to the Office Hour series are saved.