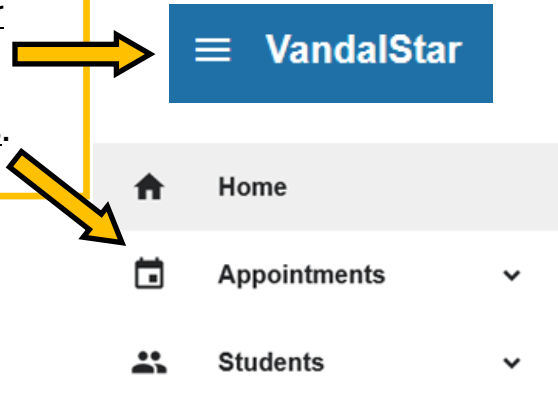


How To Edit or Cancel (Delete) Office Hours

1. Click on VandalStar menu icon.
Click Appointments.



2. A. For this step, you can use the Day or Week tab.
B. Click the clock icon.
C. Click Edit.

A screenshot of the VandalStar interface showing the appointment schedule and the 'Work Schedule' modal. The interface has a blue header with the 'VandalStar' logo and a hamburger icon. Below the header, there are several tabs: 'Office Hours', 'Appointment', 'Group Session', 'Event', and 'Reserve Time'. The 'Appointment' tab is selected. On the left, there is a calendar for March 2020. The main area shows a grid of appointment slots for Monday, March 23rd and Tuesday, March 24th. The 'Work Schedule' modal is open, showing a 'Work Schedule' for 'Yesterday at 8:00 am' with a location '208-885-1575'. The modal has a 'Participants' section and an 'Edit' button. A yellow box labeled 'A.' highlights the 'Day' tab, a yellow box labeled 'B.' highlights the clock icon, and a yellow box labeled 'C.' highlights the 'Edit' button.

3. Make your updates on the *Edit Office Hours page*.
Click Submit to save your changes.

Edit Office Hours - 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.

Chrysler Hall, Room 301
Knock once and enter

Wimba
access via your Blackboard course

* Office hours Type

Take either scheduled appointments or walk-ins

* How long? minimum appointment length
 maximum appointment length

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

Advising AppTest
 AppTest-1 Event
 Kiosk: Admissions Office Kiosk: Career Center Workshop
 Teaching Weekly Advising Weekly Teaching Check-in

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

4. To DELETE, select arrow on the Cancel button.
You have two options: (Make your selection.)
- *Just This One* or
 - *The Entire Series* (Office Hour Block).

Click Submit to save your changes.

