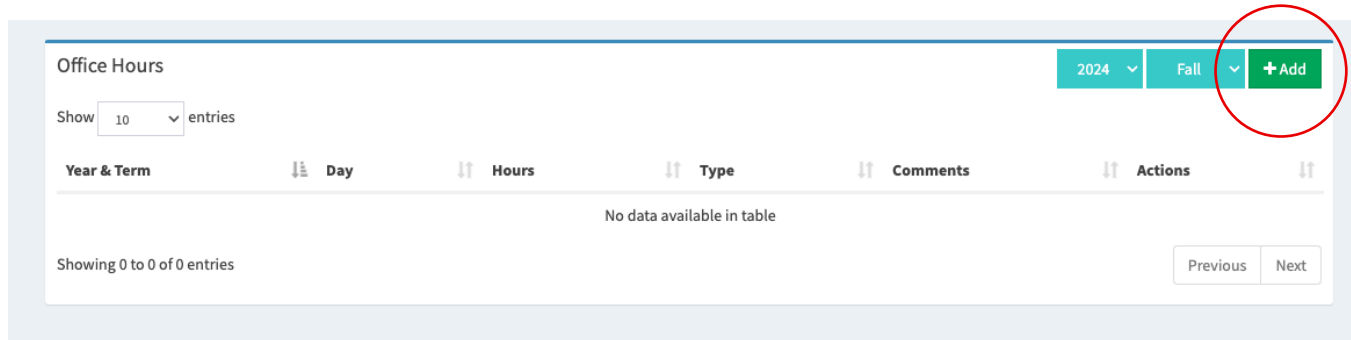


Please follow the steps outlined below to fill out the Office Hours form. This information will automatically populate a template for the ASC of your department to print and post on your office door.

## 01 Add your office hours

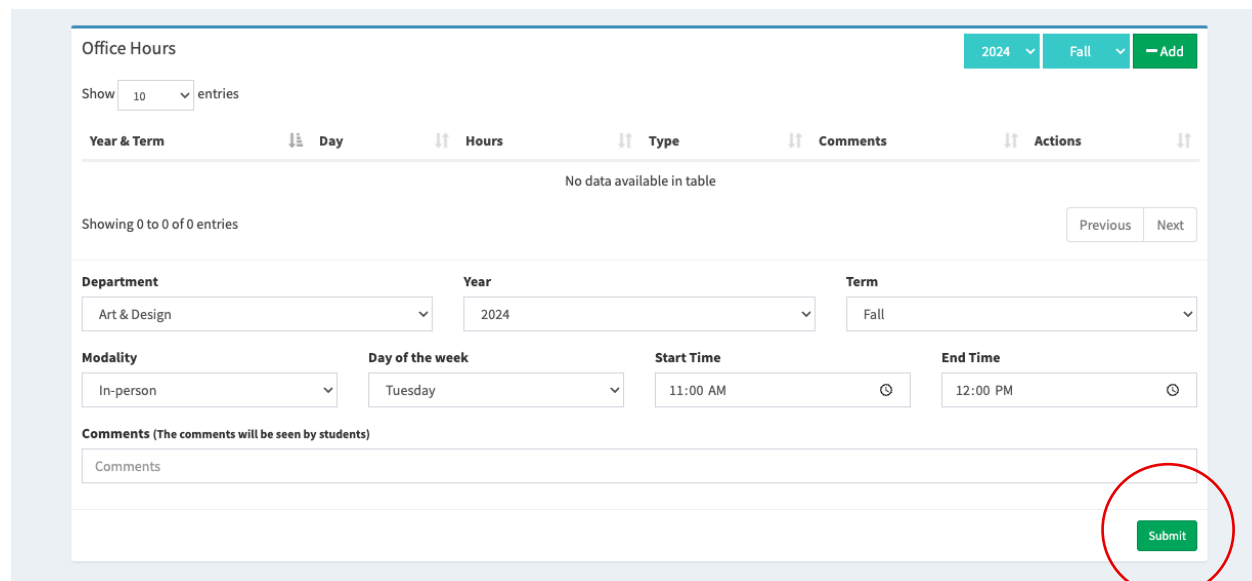
Click “+Add” to enter your office hours.



The screenshot shows the top portion of the Office Hours form. At the top right, there are three buttons: '2024', 'Fall', and '+ Add'. The '+ Add' button is circled in red. Below these buttons is a 'Show 10 entries' dropdown menu. Underneath is a table header with columns: 'Year & Term', 'Day', 'Hours', 'Type', 'Comments', and 'Actions'. The table body is empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries', and at the bottom right, there are 'Previous' and 'Next' navigation buttons.

## 02 Enter your office hours using the drop down menus

Use the drop-down menus to select your department, year, term, modality, day of the week, start time and end time of your office hours. **Note that you can only enter your office hours one day at a time.** Therefore, if you hold office hours on multiple days, you will need to enter each day separately. You may also add comments for students. For example, if you wish to display your Zoom link publicly, you can enter it in the “Comments” section. Click “Submit” when you have completed the form.



The screenshot shows the full Office Hours form. At the top right, there are three buttons: '2024', 'Fall', and '+ Add'. Below these is a 'Show 10 entries' dropdown menu. The table header and body are the same as in the previous screenshot. Below the table, there are several form fields: 'Department' (Art & Design), 'Year' (2024), 'Term' (Fall), 'Modality' (In-person), 'Day of the week' (Tuesday), 'Start Time' (11:00 AM), and 'End Time' (12:00 PM). There is also a 'Comments' text area. At the bottom right, there is a green 'Submit' button, which is circled in red.

03

## View your office hours

Once you have completed the form, you will be taken to a page that shows your current office hours. On this page you are able to add or remove your office hours. If you make any changes, please notify your department administrative support coordinator (ASC).

Office Hours 2024 Fall + Add

Show  entries

Year & Term	Day	Hours	Type	Comments	Actions
FALL 2024	Tuesday	11:00 - 12:00	IN-PERSON		<span>Remove</span>
FALL 2024	Thursday	11:00 - 12:00	IN-PERSON		<span>Remove</span>

Showing 1 to 2 of 2 entries Previous 1 Next

04

## ASC will print your office hours

Below is what your department ASC will see once you have entered your office hours. Your ASC will be able to select which entries to print by checking the box next to your name, and clicking "Print."

Office Hours CAL faculty office hours management system

Departments -

Art & Design

Art & Design 2024 Fall

Show  entries Search:

NAME	OFFICE HOURS
<input checked="" type="checkbox"/> Emily McKellar	<b>Tuesday</b> 11:00 AM - 12:00 PM IN-PERSON <b>Thursday</b> 11:00 AM - 12:00 PM IN-PERSON
<input checked="" type="checkbox"/> Leo M...	<b>Monday</b> 08:00 AM - 10:00 AM VIRTUALLY 10:00 AM - 12:00 PM IN-PERSON <b>Tuesday</b> 08:00 AM - 10:00 AM IN-PERSON <b>Wednesday</b> 08:00 AM - 10:00 AM IN-PERSON

Showing 1 to 2 of 2 entries Previous Next Print

05

## ASC will add office hours to your office door

Your department ASC will print out your office hours and place them on your door. Below is an example of what it will look like.

---

### **FACULTY**

Emily McKellar

### **EMAIL**

Emily.McKellar@csusb.edu

### **OFFICE HOURS**

Tuesday: 11:00 AM - 12:00 PM IN-PERSON

Thursday: 11:00 AM - 12:00 PM IN-PERSON

