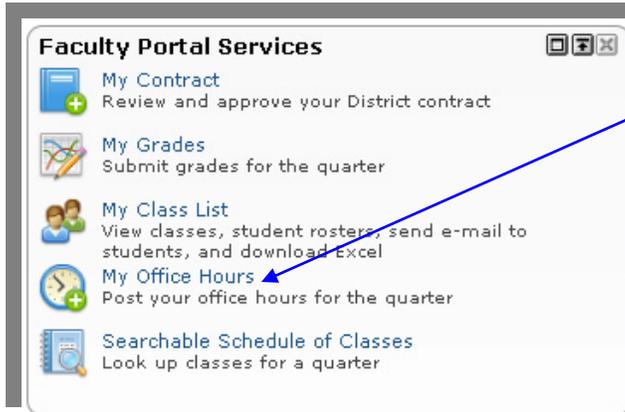


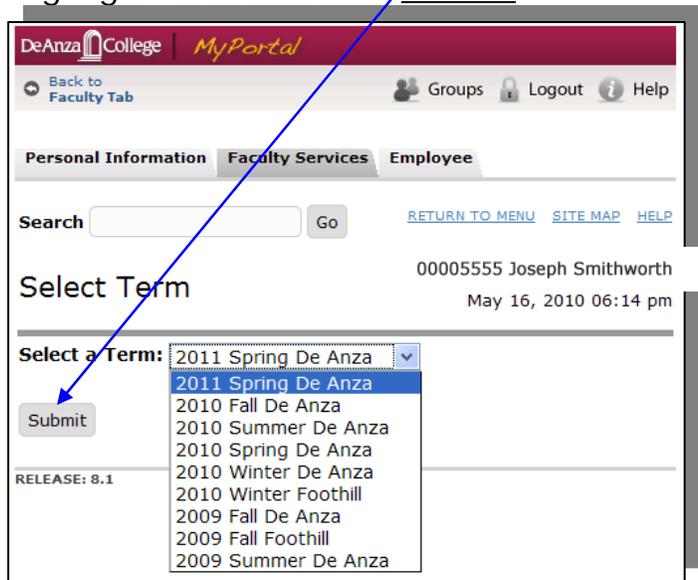
Office Hours - Banner Guide for Faculty

Display Office Hours Form

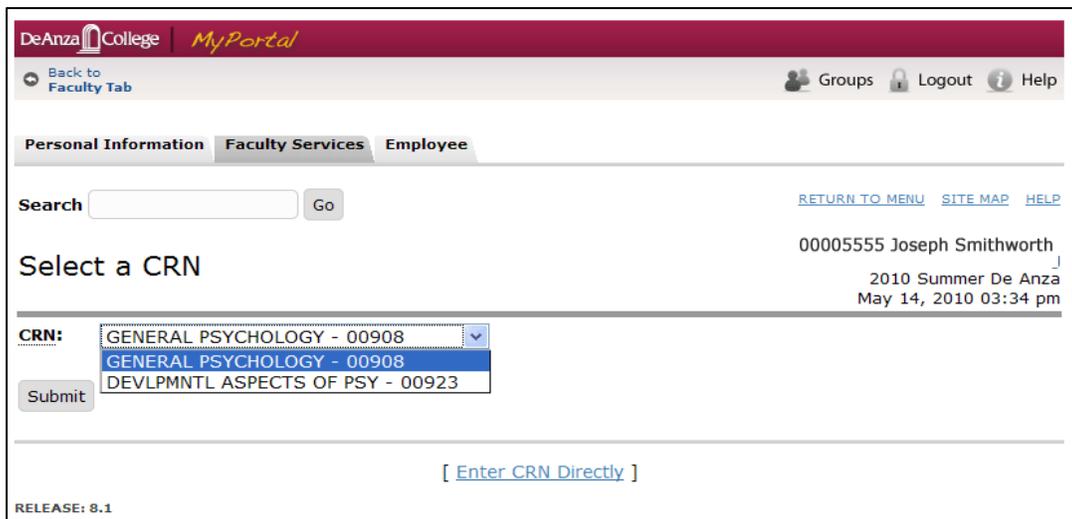


From Faculty Tab:

1. Click on My Office Hours which is listed under Faculty Portal Services
2. This will display a list of terms by campus. Highlight term and click Submit



3. A list of your classes for quarter selected will display. Highlight class and click Submit. The Class List will display.



Screen used to Set Office Hours

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information
 DEVLPMNTL ASPECTS OF PSY - 00923 - PSYC D014 - 61Z
 CRN: 00923

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
To be Arranged	TBA		De Anza, Main Campus LC107	Jun 28, 2010 - Aug 07, 2010	Dist Ed: Video One-Way	Joseph Smithworth (P)

Note! Use 24 hour

Enter Office location and dates office hours are in effect.

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1300	1400	M T W F S U <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business or Work 408-864 5555	SEM7E	07/05/2010	08/13/2010	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/>	Business or Work 408-8645555				<input type="checkbox"/>
		<input type="checkbox"/>	Business or Work 408-864 5555				<input type="checkbox"/>
		<input type="checkbox"/>	Personal or Home Num 408-4485555				<input type="checkbox"/>
		<input type="checkbox"/>	Personal or Home Num 408-448 5555				<input type="checkbox"/>

Copy To: Select To Copy

Submit Reset

Return to Previous

Select Another Course Select Another Term

Use Copy to, to set the same office hours for other classes

Use Select Another Course to set different office hours for another class

Option to select Contact Phone Number from List

Checking the Display Box will allow your students to view your office hours for this class online.

Click **Submit** to save entries

- Select To Copy
- 2009 Summer De Anza General Psychology (01036)
 - 2009 Summer De Anza Developmental Aspects of Psychology (01051)
 - 2009 Fall De Anza General Psychology (02388)
 - 2009 Fall De Anza General Psychology (02389)
 - 2009 Fall De Anza General Psychology (02391)
 - 2009 Fall De Anza Developmental Aspects of Psychology (02427)
 - 2009 Fall De Anza Basic Statistics and Research Methods in Psychology (02428)
 - 2009 Fall De Anza Basic Statistics and Research Methods in Sociology (02556)
 - 2010 Winter De Anza General Psychology (02149)
 - 2010 Winter De Anza General Psychology (02151)
 - 2010 Winter De Anza Developmental Aspects of Psychology (02189)
 - 2010 Spring De Anza GENERAL PSYCHOLOGY (02081)
 - 2010 Spring De Anza GENERAL PSYCHOLOGY (02083)
 - 2010 Spring De Anza DEVLPMNTL ASPECTS OF PSY (02125)
 - 2010 Summer De Anza GENERAL PSYCHOLOGY (00908)**
 - 2010 Summer De Anza DEVLPMNTL ASPECTS OF PSY (00923)

The drop-down list of other classes you teach allows you copy office hours. Often instructors have one set of office hours for all of their classes. You can also copy office hours from one quarter to the next.

Instructions for Students to View Office Hours:

1. From the student tab - under "Resources", click on View Class Schedule by Term.
2. Select the current Term and College. Click on Submit. Your "Current Schedule" screen will display.
3. At the bottom of the screen, click on link Student Detail Schedule.
4. If the instructor's name is displayed in Blue, it is a link. Clicking on the link will take the student to a screen displaying the office hours for your class.