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

**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.