Introduction

In Self-Service Banner, you can now enter office hours that will be displayed on the student's rosters. For each class you teach, you can provide one or more sets of office hours. For example, if you're not able to hold office hours during the same time period of the day every day, you could enter 8 a.m. to 10 a.m. for Monday and Wednesday hours, and 1 p.m. to 2 p.m. for Fridays.

This guide will walk you through the process to enter and update your office hours.

There are 8 fields that comprise an Office Hours entry. Seven of the 8 fields are required. **If you do not supply a value for any of the seven, the record will not be saved when you click "Submit".**

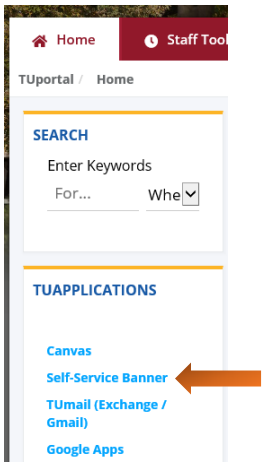
Field Name	Description	Is it Required
From Time	*When the hours start for a day or days*	Required
To Time	*When the hours end for a day or days*	Required
Day of the Weeks	*Which days of the week the hours apply to*	Required
Contact Number	*The contact phone number where you can be reached during the office hours period.*	Required
Location	*The office location for the office hours period*	Required
From Date	*The date this office hour period takes effect*	Required
To Date	*The date when this office hour period is no longer in effect*	Required
Display	*Checking this box causes the office hours to be displayed. Unchecking it, causes the office hours to be hidden.*	Not Required

Each of the fields is described below in more detail, with examples of the expected format in the "Updating Office Hours" section.

For faculty, there is an Active Registration menu item on the Faculty Service menu in SSB. Faculty can see the office hours they've entered for all of their classes there, as well as in the Office Hours Update page.

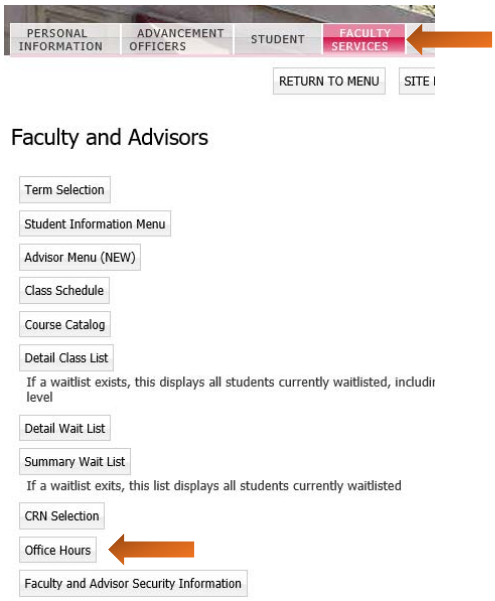
Navigating to the Office Hours Update page

After login to TUportal, Look for the "Self-Service Banner" link in the TUapplications box. It's in the first column, just below "Search"



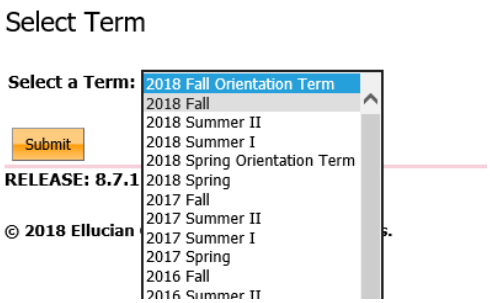
Click on the "Self Service Banner" link, and look for the "Faculty Services" tab and click it.

From the "Faculty and Advisors" Menu, click on "Office Hours".

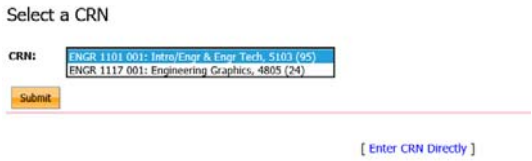


Updating Office Hours

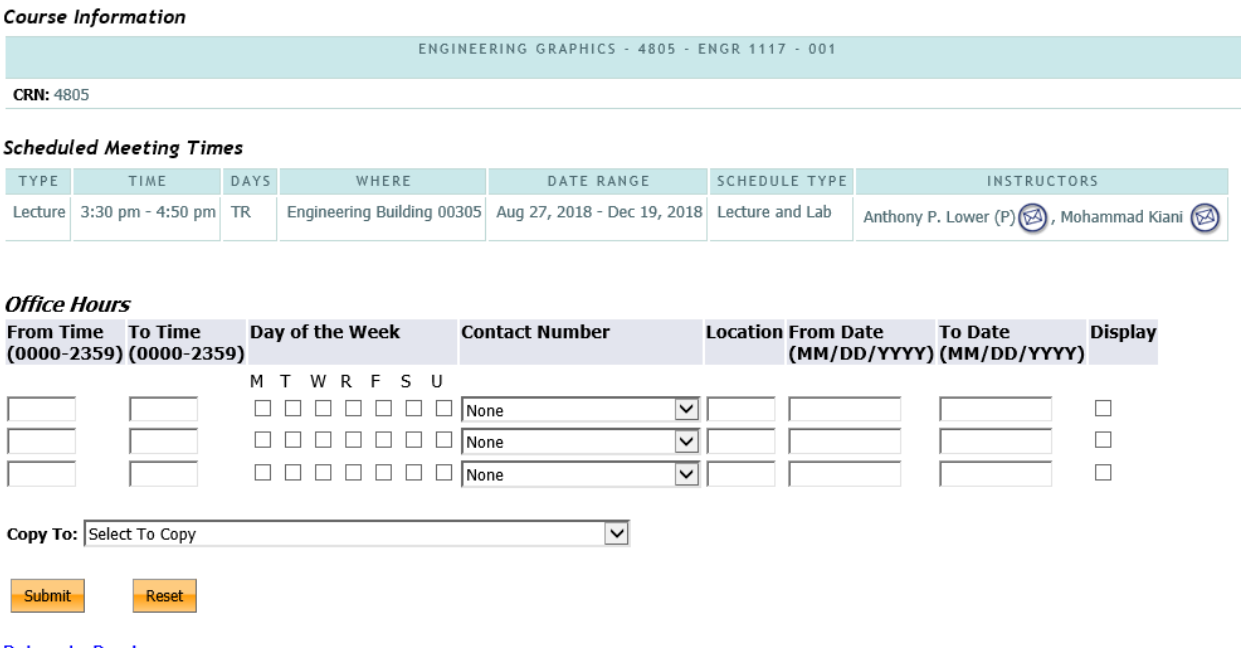
Your will be prompted to Select a Term. Choose the term from the drop-down box menu for which you wish to enter information”, then
Click "Submit."



Then, "Select a CRN" by clicking on the drop-down box arrow and select one of your courses from the list.



You’ll be presented with the Office Hours form for the CRN you selected.



Course Information

ENGINEERING GRAPHICS - 4805 - ENGR 1117 - 001

CRN: 4805

Scheduled Meeting Times

TYPE	TIME	DAYS	WHERE	DATE RANGE	SCHEDULE TYPE	INSTRUCTORS
Lecture	3:30 pm - 4:50 pm	TR	Engineering Building 00305	Aug 27, 2018 - Dec 19, 2018	Lecture and Lab	Anthony P. Lower (P), Mohammad Kiani

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
		M T W R F S U	None				
		M T W R F S U	None				
		M T W R F S U	None				

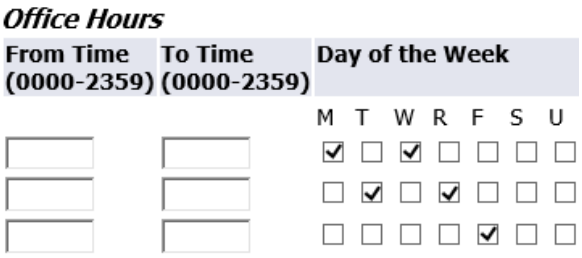
Copy To: Select To Copy

Submit Reset

The form allows you to set different hours for different days of the week. For the first line, select the checkboxes for the days of the week where office hours are the same.

An example is shown in the image to the right, where Monday and Wednesday are selected for line 1, Tuesday and Thursday are selected for line 2 and Friday is selected for line 3.

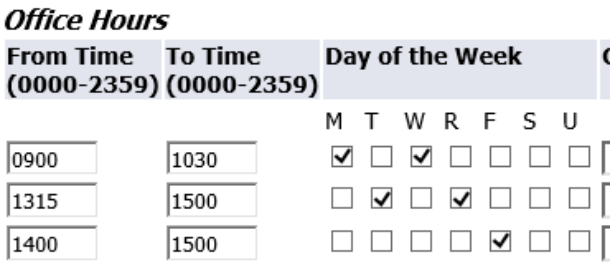
NOTE: You may only need one or two lines to set up your hours. Additional lines are added automatically to the form, if you update the first three and save the information.



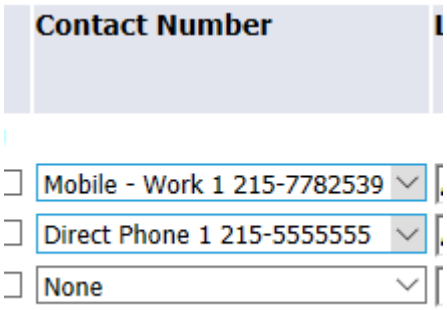
Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week
		M T W R F S U
		☑ ☐ ☑ ☐ ☐ ☐ ☐
		☐ ☑ ☐ ☑ ☐ ☐ ☐
		☐ ☐ ☐ ☐ ☑ ☐ ☐

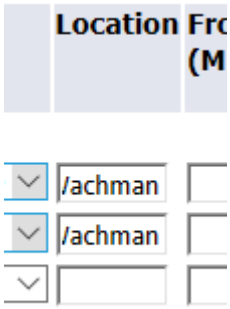
Once you've selected the checkboxes, enter the hours for each line using the **24-hour clock** (also known as **military time) format**. This format requires a 4-digit entry for each time. [More information on the 24-hour clock format].



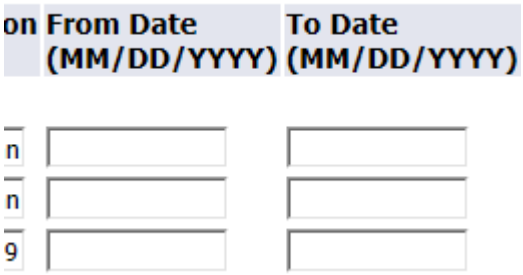
Under contact number, select a number for each row you've used so far. The options in the menu are the managed in Self-Service Banner's *Personal Information/Address and Phones* menu.

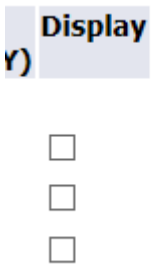


Enter a **location** for each row you've used so far. Though the input box is narrow, you may enter up to 100 characters. It is recommended you enter your location in this format: {Building Name} {Room Number} Example: "Wachman 200"

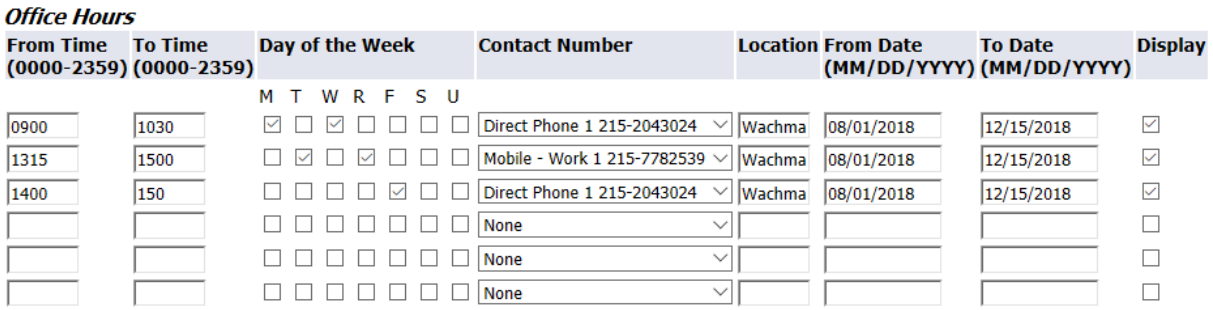


In these input boxes, you specify the time period for each line to start and end displaying to students. You can set these dates for the entire term, or you could enter one set of office hours for the month of January, and another for the remainder of the Spring term. Enter the data in the mm/dd/yyyy format: 01/22/2019.



You should check this field to indicate that you would like this row to be visible. Uncheck it, if you wish to hide it from display.	

Once you have entered data in every field an entire row, click the SUBMIT button at the bottom left in the form. Your entries will be saved. The page will reload, and you'll see the office hours displayed.



After you've saved the entry for your first course, you can do one of two things:

1. **Copy the hours to your other courses**
   You would do this if your office hours are standard across all of your courses. To do this, select the course you wish to copy to from the drop down menu

   Then, click the submit button. Repeat this once for every course where you want the office hours copied.

2. **Enter custom office hours for each course**
   To do this, you would click "Return to Previous" in the bottom left corner of the page, select the next course from the "CRN" menu and complete the process above again for each course, entering the custom office hour information specific to each course.