How to Set Up Office Hours
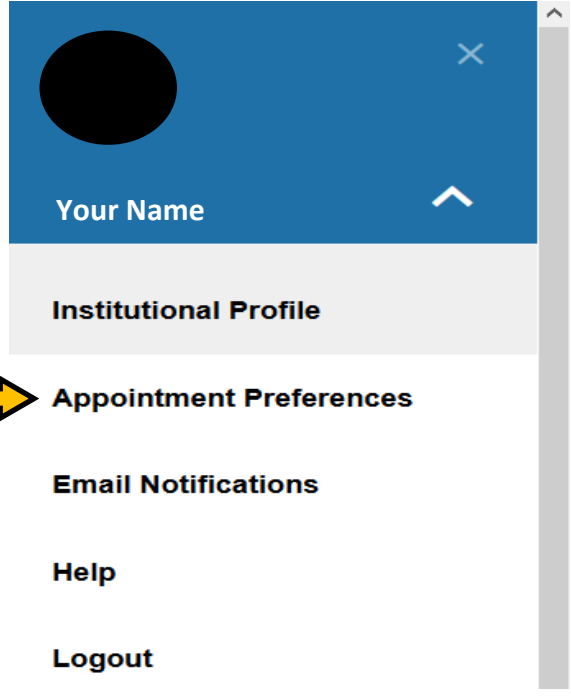
1.

Click on VandalStar menu icon in the upper left corner.

Then click on Your Name.

≡ VandalStar

Your Name ⌄

🏠 Home

Your Name ⌃

Institutional Profile

2.

Click Appointment Preferences.

Appointment Preferences

Email Notifications

Help

Logout
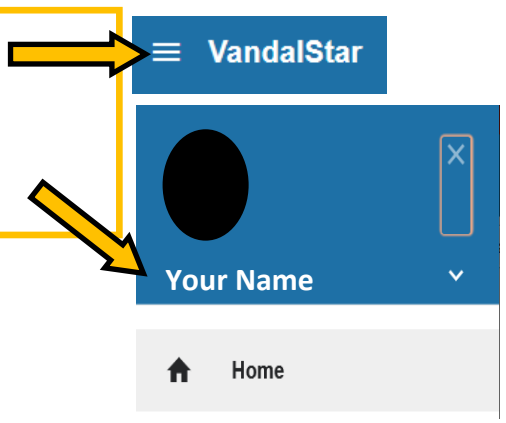
3.

Make selections in Office Hour Defaults

Office Hour Defaults

Customize appointment scheduling settings.

Minimum Appointment Length

30 minutes ▾

Scheduling Deadline

Set a deadline for students to schedule appointments prior to the start of your office hours.

○ No Deadline

● The day **before** the office hours at:

5:00 pm ▾

○ The day **of** the office hours at:

9:00 am 🔒

○ **Hour(s) before** the office hours:

1

☑ I want my schedule deadline to be flexible and **allow drop-ins after deadline has passed.**

4.

In My Locations areas.

Add Location for student meetings.

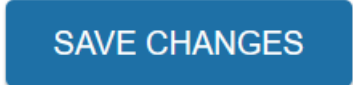(office, phone, Zoom, email, etc.)

My Locations

Customize your appointment locations.

⊕ Add Location

Name	Type	
Vandal Ballroom, Bruce Pitman Center	Elsewhere	⋮
Instructions Please come to the back room.		
Email	Online	⋮

**Notice:** the Instructions must be 100 characters or less.

5. Click Save Changes to save.

SAVE CHANGES

How to Set Up Office Hours—Cont'd

6. Click on VandalStar menu icon again.

Click Appointments.

≡ **VandalStar**

🏠 Home

📅 Appointments ⌄

👥 Students ⌄
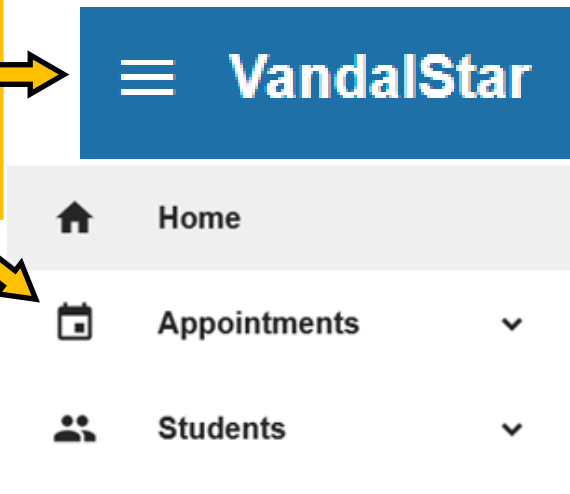
7. Click Office Hours to begin your set-up.
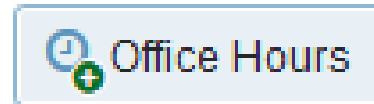
🕘 Office Hours

8.

A. Office hours Title defaults to "Office Hours." It can be changed to reflect purpose (exp. Advising Hours).

B. Choose What day(s), What time, and Where your office hours will take place.

C. Office Hours Type: three options available. The default is "Scheduled and Walk-ins" and allows un-scheduled "walk-in" appointments to be added to the schedule block. "Scheduled Only" is most restrictive with only pre-scheduled appointments allowed; and "Walk-ins Only" means no-prescheduled appointments can be made in the schedule block.

D. Select How long your meetings should last and the Appointment Types you'd like to offer.

E. Add pre or post meeting Instructions.

F. Start Date defaults to current date. You can change it to a future date. For End Date, select "End of Term" and select current term (example, Spring 2020) or a specific end date.

G. Click Submit to save changes.

8.

Add Office Hours

Never Mind   Submit

A.

* Title   Advising Session

B.

* What day(s)?   Weekly ▾   Repeats every   1 ▾ week(s)

Repeat on: ☑ Mon ☐ Tue ☑ Wed ☐ Thu ☑ Fri ☐ Sat ☐ Sun

* What time?   1:00 pm   to   3:30 pm

* Where?   **Note:** You may select more than one location to give students a choice.

☑ Zoom Office Hours
Join our Zoom meeting at the scheduled time using computer or mobile app (Meeting ID: 630-179-197).

☑ Phone Meetings
Include your phone number, and I will call you at the scheduled time.

C.

* Office hours Type ❓   Scheduled And Walk-ins ▾

Take either scheduled appointments or walk-ins

D.

* How long?   15 minutes ▾ minimum appointment length
                 1 hour ▾   maximum appointment length

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

☑ Academic Advising   ☑ General Appointment
☐ Teaching

E.   **F.**

Instructions   Start/End Date

These will be sent to anyone who makes an appointment.

G.

* Required fields   Never Mind   Submit

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