

MavCONNECT Guide: Office Hours Set Up

Establish your availability (Setting Up Office Hours in MavCONNECT)

Students can only schedule an appointment through MavCONNECT at times you indicate are available by adding office hours or <u>group sessions</u>. There are three ways you can add office hours: use the <u>Office Hours Setup Wizard</u> for quick initial setup, use the <u>Add Office Hours</u> button to add additional blocks at any time, or use the <u>Scheduling Wizard</u> to setup multiple office hour blocks that don't follow a consistent recurrence.

Create an office hour block with the Office Hours Setup Wizard

The first time you log in to MavCONNECT the Office Hours Setup Wizard will display. Use the wizard to quickly create appointment availability.

- 1. Complete the fields presented to specify:
 - What day(s) do you have office hours? check the boxes for each day.
 - What time are your officehours? enter a start and end time.
 - Where are they? select the Type of setting and enter the Details in the field provided (e.g. the building and room number of your office).
 - If relevant, provide Instructions for students who make appointments with you.

Office Hou	irs Setup Wizard
If your office hou	ns don't repeat weekly, <u>click hore</u> .
Go ahead and g more later.	et started by adding one time block for now! You can always add
1. What day(s)	to you have office hours?
	W IT IF IS IS
2. What time an	e your office hours?
Enter Start Tim	e to Enter End Time
3. Where are th	ay7
Туре	in an office
Details	Enter an office location
Instructions	Knock since and enter
Hours	is Office Hours Setup Page again next time I login if I don't have any Office
Close Set up	Office Hours

2. Click the **Set up Office Hours** button to save your office hours.

	Thank you for turning on Office Hours!
A confirmation message will display on	You can complete your profile and preferences by going to your Profile.
the screen.	Go to Profile>>
	You can add more blocks or edit your office hours by going to your calendar
	Colto Colondores

Note: If you choose not to complete the wizard now, but want to use it later, check the box labeled "Show me this Office Hours Setup Page again", and then click the **Close** button.

Add Office Hours for Setting Up Recurring Blocks of Office Hours

The **Add Office Hours** option is meant for setting up a <u>recurring block</u> of time on a regular pattern such as weekly or daily at a certain time. If you want to set up a group

of Office Hours that are <u>less structured</u>, use the <u>Scheduling</u> Wizard.

- Click the Office Hours button on your MavCONNECT Home page or Appointments page. This opens the Add Office Hour form.
- Enter a **Title** (name) for this block of time. Students will see this name when they view your calendar. The title will also help you and students identify different types of office hours.
- Select What day(s)? and indicate any recurrence (e.g. Repeats every 1 week).
- 4. Use the **What time?** fields to enter the start and end time for the office hours.

Add Office		
Add Office Hour	Never Mind Submit	Ì
Calendar	My Calendar .	^
Title	Dr. Gold's Major Advisor	I
What day(s)?	Every Tues. and Thurs. V Repeats every: 1 Veek(s)	I
	Repeat on: Mon 🗹 Tue Wed 🗹 Thu Fri Sat Sun	I
What time?	9:00 AM to 11:30 AM	I
Where?	Note: You may select more than one location to give students a choice.	I
	Advising Center North Rm 118 sign in at the front desk	I
	✓ Virtual Conference Room Dial 887-000-1444 and use your student ID as the pass code.	

Home

Office Hours

Appointments

Appointment

Important Note:

Once this office hour block is saved, you will *not* be able to edit the days on which the office hours occur or the type of frequency (e.g. weekly) but you will be able to edit how often the block recurs (e.g. 1 week vs. 2 weeks) and the specific times available.

- Select Where? meetings will be held using the checkbox(es) next to your location(s). If you choose more than one location, the student will be able to choose his/her preferred location for the meeting. To add additional locations options, go to the Appointments Preference page of your profile.
- 6. Select the **Office Hour Type** for meetings you will take during this block.
 - Select Scheduled And Walk-ins if you plan to take walk-ins between appointments.
 - Select Scheduled Appointments Only if you will not take any walk-ins.

Office Hour Type 💡	Scheduled And Walk-ins	h
How long?	Take either scheduled appointments or walk-ins 15 minutes minimum appointment length 15 minutes maximum appointment length	
Appointment Types	Select the types of meetings you will have in these office hours. Ø Advising Departmental Overview Tutoring	l

- Select **Walk-ins Only** to show the time as available to students, but disallow anyone from making advance appointments
- 7. Select **How long?** meetings can be by selecting a minimum and maximum duration. If the minimum and maximum are identical, the student will not be given a choice of duration.

 Use the Instructions box to enter instructions to students scheduling with you during this block of time. Instructions are required for blocks that allow Walk-ins.

INSTRUCTIONS	START/END DATE	
hese will be sent to an	yone who makes an appointment	

- Optionally, click the Start/End Date tab to set a time frame for a repeating office hour block. For the End Date, you may choose: Never, End of Term, on a specified date, or after a specified number ofoccurrences.
- 10. Click the **Submit** button at the top or bottom of the Add Office Hours form to save your Office Hour block.

Add less structured office hours (Scheduling Wizard)

Students can only schedule an appointment at times you indicate are available by adding office hours or <u>group sessions</u>. The <u>Add Office Hours</u> option is geared toward setting up a recurring block of time on a regular pattern such as weekly or daily at a certain time. If you want to set up a group of Office Hours that are less structured, use the Scheduling Wizard.

Best Practice: This feature is particularly useful for advising rush weeks, midterm course meetings, or other scenarios where you need to hold several different office hour sessions for students within a week or two.



1. Click the **Scheduling Wizard** button from your MavCONNECT **Home** page or **Appointments** page.

	rd makes it easy for advisors and instructors to schedule multiple office hours blocks for multiple days in a single week ing up your calendar for advising rush periods and other times when you book several blocks of time for seeing studen
To get started, specif	y the title, location, and other settings for the office hours blocks you are setting up.
Continue to step 2 in	the wizard to setup the days and times for the week's office hours.
Enter the information t you specify here.	hat should be applied to the office hours blocks. Note that all blocks created in step 2 of this wizard will use the informa
* Title	Advising Hours
* Where?	Decker 240
* How long?	20 minutes 🛛 🖌 minimum appointment length
	30 minutes 🛛 🔽 maximum appointment length
Appointment Types	Student Appointment
Instructions	
These will be visible to	o anyone who makes an appointment

Complete the first page of the scheduling wizard by entering

the **Title**,

location (Where?),

duration (How long?),

Instructions that should be applied to *all* of the office hour blocks that are to be created.

Note: Any office hour block that does not share these details must be created separately.

2. Click the **Next** button

3. The date and time page of the wizard is displayed using a Monday through Friday grid for the current week. The date range is displayed in the top right corner of the grid.

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Ma	435	1 194	e 5/6	We	0.5/2	36	45/0	1	:54)
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Start Tana	End Time	StartTime	(mi Time	Start Time	End Time	Start Divig	End Time	Start Title	End Time
0 5018	mitthen Räsch	· AntA	nother Black	O ADLA	oother Book	O that A	wher Bist	O Adda	Anter Black

- 4. Use the <> controls to the right of the date range to navigate to the week in which you want to begin scheduling the office hours.
- 5. In the selected week, enter the start and end times for each block in the appropriate day columns. You can schedule multiple office hour blocks on any day within the week.

If you need to schedule more than three blocks on any day, select the "Add Another Block" link in the column for that day.

- 7. To add blocks to another week, use the < > controls to move to the next week. Don't click finish until you've entered all of the blocks!
- 8. Click the **Finish** button to create all of the office hour blocks. A summary will be presented.
- 9. The summary will include a list of hours that could not be created due to conflicts between the blocks you specified and existing calendar items. Make a note of failed blocks before clicking **Finish** to exit thewizard.

	*	*
st	Scheduling Wizard	
	You have added blocks in the following smess	
	 05-05-3014 troin 9:00 am to 9:30 am 	
	05-05-2014 from 10:00 am to 11:00 am	
	• 05-06-3014 from 72:00 pm to 2:30 pm	
	 05-07-3014 tran 1:00 pm to 2:00 pm. 	
	 05-08-2014 from 2:00 pm to 3:00 pm 	
	• 05-05-3014 from 5:00 pm to 7:00 pm	
	● 05-12-2014 from 7.00 am to 7.20 am	
τ	Blocks at the following times were not scheduled due to carificta:	
g	 05-07-2014 from 10:00 am to 11:00 am 	
	SPECIME Acoust ACCOUNTS ACCOUNTS	
		finish

Edit or Cancel office hours

Edit or cancel a series of office hours from the **Agenda** tab in the **Appointments** section of MavCONNECT.

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	Today at 2000 pm Today at 2000 pm Bit Amaginamic Straig Bit Amaginamic 9 regarging 10 at annownem	C Diffuse Heads O Diffuse Hea

Edit office hours

- 1. Hover over the office hours menu icon (⁽²⁾) next to an office hour title to open the **Office Hours** pop up card.
- Select Edit Office Hours to modify: the_ <u>frequency</u> of the office hour block's recurrence, the <u>time of day</u>, <u>locations</u>, <u>office hour types</u>, minimum and maximum <u>duration</u> of appointments, <u>appointment types</u>,_ <u>instructions</u>, or a <u>start/end date</u> of the series.

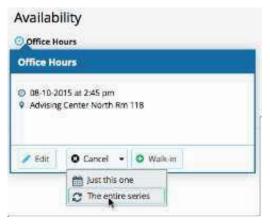
	lours	_
Office H	ours	
V Advisin	2013 at 2:45 pm ng Center North Rm 118	

Notes: You cannot edit the days of the week or the nature of the recurrence (e.g. weekly).

You cannot modify the time range for a single occurrence of an office hour. Selecting **Edit Office Hours** will modify all occurrences of this set of office hours. To reduce availability within an office hour block on a specific day, add <u>reserved time</u> to cover the part of the office hours you want to remove from availability.

Cancel a series of office hours

- Hover over the office hours icon (⁽²⁾) next to an office hour title to open the **Office Hours** pop up card.
- Click Cancel, then click "The entire series" to cancel all occurrences of the office hour block. You will be prompted to confirm the date from which to cancel the series, and to add a message that will be sent to anyone who had



time scheduled with you during the office hours you are canceling.

 Click the Submit button on the Cancel Series Confirmation form to cancel the office hour block.

Best Practice: include an explanation and provide guidance on how to reschedule or connect to other available resources.



Cancel a single occurrence of an office hour block

Cancel an individual occurrence of an office hour series from the **Day** tab of your **Appointments** section of MavCONNECT. Use the mini calendar on the left to select the desired day.



- 1. Hover over the icon associated with the block of hours for the selected day (2).
- 2. Click **Cancel**, from the pop up card that is displayed then select "Just this one" to cancel office hours for the selected day. You will be prompted to confirm the cancellation and can add a note that will be included in an email to those whose appointments are canceled.
- Best Practice: include an explanation and provide guidance on how to reschedule or connect to other available resources.
 - 3. Click the **Submit** button to cancel the Office Hour occurrence.

Delete Office Hours	Never Mind Submit
Do you want to delete this office hours	occurrence?
You can webd a message to people with a canceled this Office Hours Block	apointments, explaining why you
These a family emergency and need to head ou our meeting. Please go to Starfish and pick an a	
	Report Mind Submi

To Delete/End Office Hours

1. Click on Appointments and View



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Office Hours

- 9:00 am Time has already passed 2. Hover your mouse over the office hours Time has already passed Time has already passed 30 icon (⁽²⁾) in the Office Hours bar above the Time has already passed block of office hours you want to delete. Time has already passed 10:00 am Time has already passed :30 • Time has already passed Time has already passed Office H Office Hours Ø Tomorrow at 9:00 am 3. Select Edit Participants Oecker 240
- 4. Click the Start/End Date tab
- Enter an End date to stop the Office Hours from displaying on your MavCONNECT calendar

🖋 Edit 🛛 S Cancel 👻 🕒 Walk-in

6. Click the Submit button

• Title	Office Hours		
What day(s)?		Repeats every 1 ve	ek(s)
	Repeation: 🔄 Main	⊘Ther ⊇Weil ⊇The ⊇Fri □Sa	See
• What time?	9 00 am	to 12 00 pm	- 0
• Where?	Decker 240		
• Office hours Type 👩	Scheduled And Walk-ins		
	Take either scheduled	appointments or walk-ins	
How long?	15 minutes 🔽 mini	mum appointment length	
	15 minutes 🔽 max	imum appointment length	
Instructions Sta	art/End Date		
Start Date: 10-14-20	16 💼		
End Date: Never	~		