

MavCONNECT Guide: Office Hours Set Up

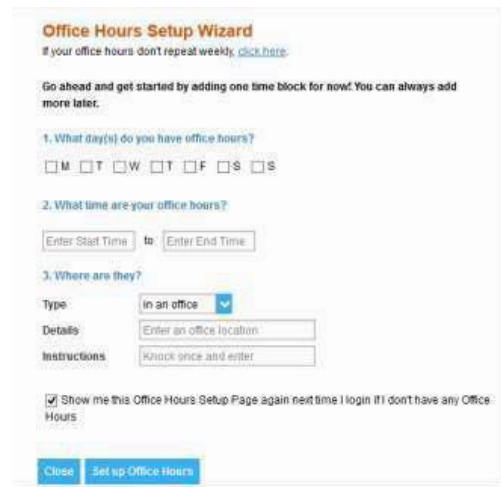
Establish your availability (Setting Up Office Hours in MavCONNECT)

Students can only schedule an appointment through MavCONNECT at times you indicate are available by adding office hours or [group sessions](#). There are three ways you can add office hours: use the [Office Hours Setup Wizard](#) for quick initial setup, use the [Add Office Hours](#) button to add additional blocks at any time, or use the [Scheduling Wizard](#) 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 office hours?** - 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.



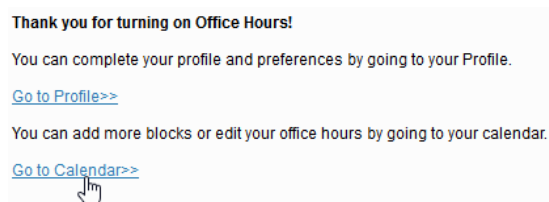
The screenshot shows the 'Office Hours Setup Wizard' interface. It includes a title, a link for non-weekly hours, and instructions. The form has three main sections:

- 1. What day(s) do you have office hours?** with checkboxes for M, T, W, T, F, S, and S.
- 2. What time are your office hours?** with 'Enter Start Time' and 'Enter End Time' input fields.
- 3. Where are they?** with a 'Type' dropdown menu (set to 'In an office'), a 'Details' input field for location, and an 'Instructions' input field.

 At the bottom, there is a checkbox for 'Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours' and two buttons: 'Close' and 'Set up Office Hours'.

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

A confirmation message will display on the screen.

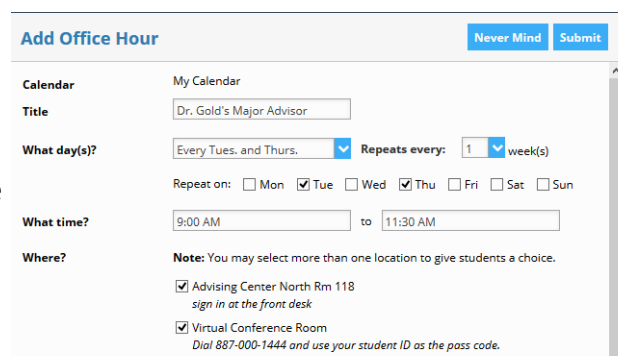
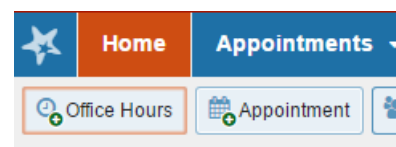


Note: If you choose not to complete the wizard now, but want to use it later, check the box labeled “Show me this Office Hours Setup Page again”, and then click the **Close** button.

Add Office Hours for Setting Up Recurring Blocks of Office Hours

The **Add Office Hours** option is meant for setting up a 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](#).

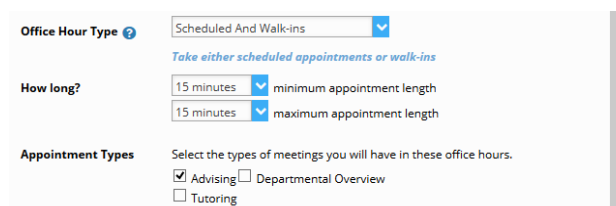
1. Click the **Office Hours** button on your MavCONNECT **Home** page or **Appointments** page. This opens the **Add Office Hour** form.
2. Enter a **Title** (name) for this block of time. Students will see this name when they view your calendar. The title will also help you and students identify different types of office hours.
3. 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.



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.

5. 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.
 - 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.




8. 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.

9. 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 of occurrences.

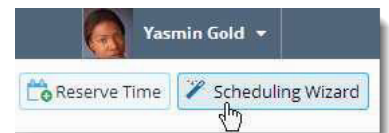
10. Click the **Submit** button at the top or bottom of the Add Office Hours form to save your Office Hour block.

Add less structured office hours (Scheduling Wizard)

Students can only schedule an appointment at times you indicate are available by adding office hours or [group sessions](#). The [Add Office Hours](#) 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.



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

- 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.

Scheduling Wizard

Enter the start and end time for all office hour blocks for the selected week.

May 5 - May 9, 2014

Mon 5/5		Tue 5/6		Wed 5/7		Thu 5/8		Fri 5/9	
9:00 AM	9:30 AM	12:00 PM	2:30 PM	10:00 AM	11:00 AM	2:00 PM	3:00 PM	Start Time	End Time
10:00 AM	11:00 AM	Start Time	End Time	1:00 PM	2:00 PM	5:00 PM	7:00 PM	Start Time	End Time
Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	Start Time	End Time
Add Another Block		Add Another Block		Add Another Block		Add Another Block		Add Another Block	

Never Mind < Back Finish

- 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.
- 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.

- 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!**

- Click the **Finish** button to create all of the office hour blocks. A summary will be presented.

- 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 the wizard.

Scheduling Wizard

You have added blocks at the following times:

- 05-05-2014 from 9:00 am to 9:30 am
- 05-05-2014 from 10:00 am to 11:00 am
- 05-06-2014 from 12:00 pm to 2:30 pm
- 05-07-2014 from 1:00 pm to 2:00 pm
- 05-08-2014 from 2:00 pm to 3:00 pm
- 05-08-2014 from 5:00 pm to 7:00 pm
- 05-12-2014 from 7:00 am to 7:20 am

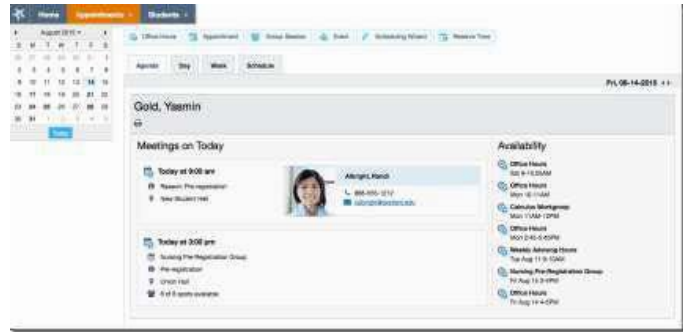
Blocks at the following times were not scheduled due to conflicts:

- 05-07-2014 from 10:00 am to 11:00 am

Finish

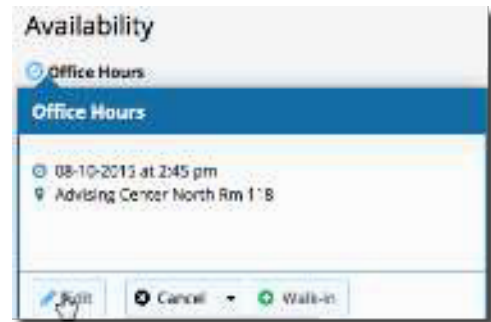
Edit or Cancel office hours

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



Edit office hours

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

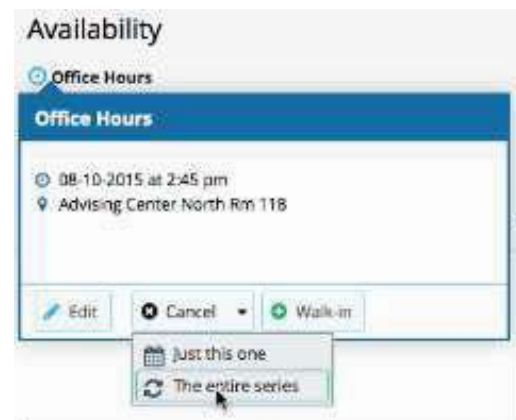


Notes: You cannot edit the days of the week or the nature of the recurrence (e.g. weekly).


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 [reserved time](#) to cover the part of the office hours you want to remove from availability.

Cancel a series of office hours

1. Hover over the office hours icon (🕒) next to an office hour title to open the **Office Hours** pop up card.
2. 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.



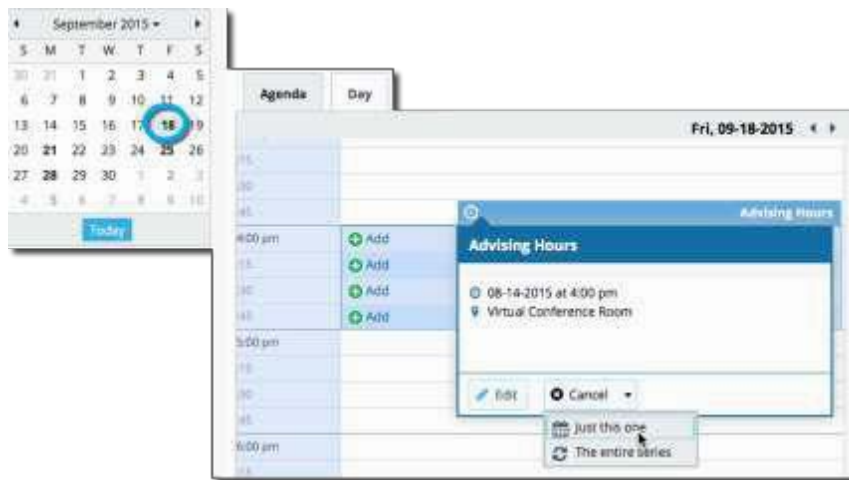
3. Click the **Submit** button on the **Cancel Series Confirmation** form to cancel the office hour block.


 **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

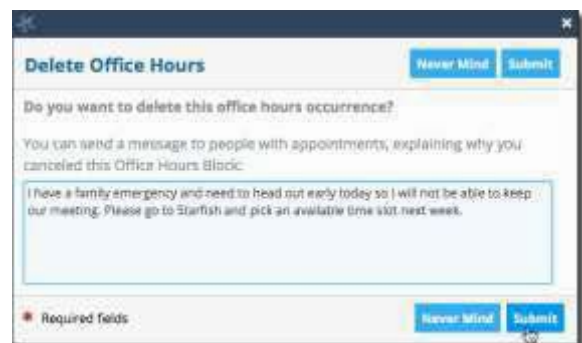
Cancel an individual occurrence of an office hour series from the **Day** tab of your **Appointments** section of MavCONNECT. Use the mini calendar on the left to select the desired day.



1. Hover over the icon associated with the block of hours for the selected day (.
2. 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.

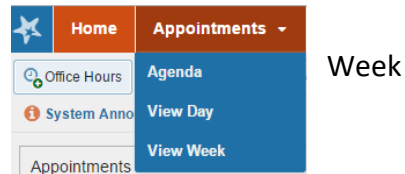
 **Best Practice:** include an explanation and provide guidance on how to reschedule or connect to other available resources.

3. Click the **Submit** button to cancel the Office Hour occurrence.

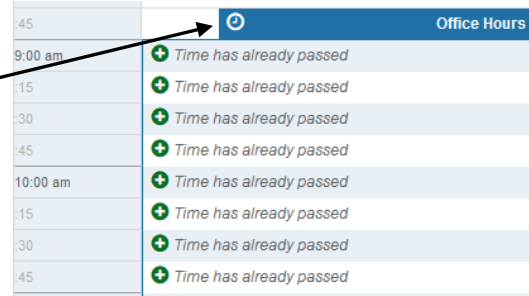


To Delete/End Office Hours

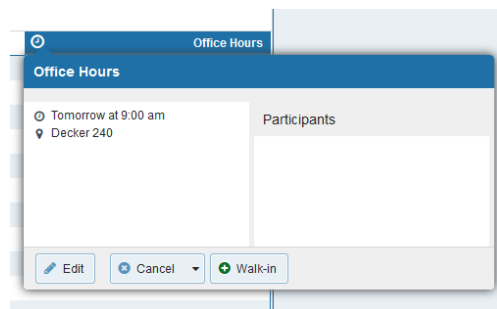
1. Click on Appointments and View



2. Hover your mouse over the office hours icon (🕒) in the Office Hours bar above the block of office hours you want to delete.



3. Select Edit



4. Click the Start/End Date tab
5. Enter an End date to stop the Office Hours from displaying on your MavCONNECT calendar
6. Click the Submit button

