

# Recording Office Hours via Faculty Services

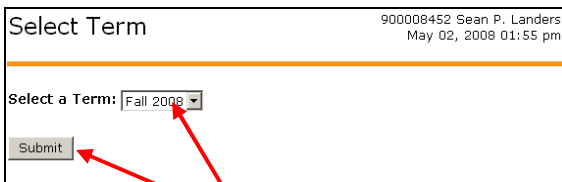
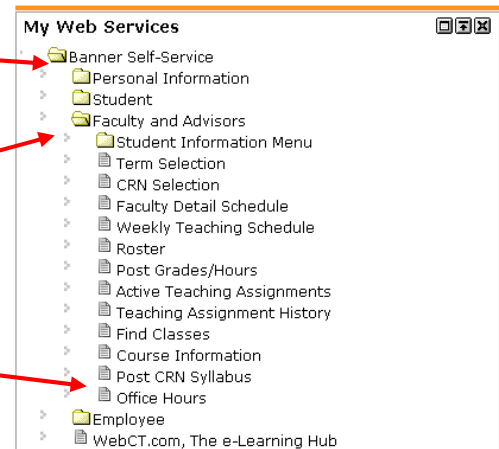
**Banner Self-Service** is a web service that allows Cuesta College students and employees (including faculty) to view and edit information in Banner specific to the individual. **Faculty Services** is part of Banner Self-Service that allows faculty to access rosters, post grades and much more.

Banner's **Office Hours** option permits instructors to post office hours in Banner. Those office hours will then be available via Banner Self-Service (Student) to students enrolled in that instructor's courses.

## Recording Office Hours

Once office hours are recorded, students can view them by clicking on the class name in Banner Self-Service.

1. Click the **Banner Self-Service** folder in the My Web Services channel (usually located on the Work Life tab).  
*The folder will expand, revealing subfolders.*
2. Click the **Faculty and Advisors** folder.  
*The folder will expand, revealing subfolders.*
3. Click **Office Hours**.  
*The Select Term screen may be displayed.*



4. Select the desired term from the drop down menu and click **Submit**.

*The Select a CRN screen may be displayed.*



5. Select the desired class from the drop down menu and click **Submit**.  
*The Office Hours screen will be displayed.*

**NOTE:** If you have previously selected a term and not logged out, that information is retained. Returning to Faculty Services will not result in the auto-display of the "Select Term" screen.

You can change the term by clicking "Term Selection" from the Faculty Services menu. (See "Changing Selection..." on page 3.)

**NOTE:** If you have previously selected a course and not logged out, that information is retained. Returning to Faculty Services will not result in the auto-display of the "Select a CRN" screen.

You can change the course by clicking "CRN Selection" from the Faculty Services menu. (See "Changing Selection..." page 3.)

6. Fill in the appropriate information:
  - **From Time** – start of time available, using a “24-hour clock” (i.e. 1345 for 1:45 pm)
  - **To Time** – end of time available, using a “24-hour clock” (i.e. 1530 for 3:30 pm)
  - **Day of Week** – check the days available
  - **Contact Number** – leave as “None”
  - **Location** – your office number
  - **From Date** – first day of class
  - **To Date** – last day of class
  - **Display** – must be checked to display

*NOTE: For multiple office hours, use additional lines as needed.*

Office Hours 900008452 Sean P. Landers  
Fall 2008  
May 02, 2008 03:31 pm

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

**Course Information**  
Dreamweaver Web Pub - 70806 - CAO A 269 - 0  
CRN: 70806

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 5:00 pm - 6:50 pm	T	NCC Allied Health Math Science N2411 Aug 18, 2008 - Dec 19, 2008	Lecture and/or discussion	Sean P. Landers (P)
Class 7:00 pm - 9:50 pm	T	NCC Allied Health Math Science N2411 Aug 18, 2008 - Dec 19, 2008	Laboratory/Studio/Activity	Sean P. Landers (P)

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
1530	1645	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	Main/Local 805-4748943	31808	08/18/2008	12/19/2008	<input checked="" type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	None				<input type="checkbox"/>
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7. Click the **Submit** button.

## Tips

### Copying Office Hours

If you have multiple courses (CRNs) and offer the same office hours for each, you can copy the office hours from one to another. So rather than manually entering the office hours for each class, you can enter the hours for one class and copy those hours to other CRNs.

1. Make sure you have entered the office hours for a class and clicked the Submit button.
2. Click the drop-down arrow for the **Copy to** field.
3. Select another class (CRN) from the list.
4. Click the **Submit** button.  
*The office hours from the initial class will be copied to the selected class.*

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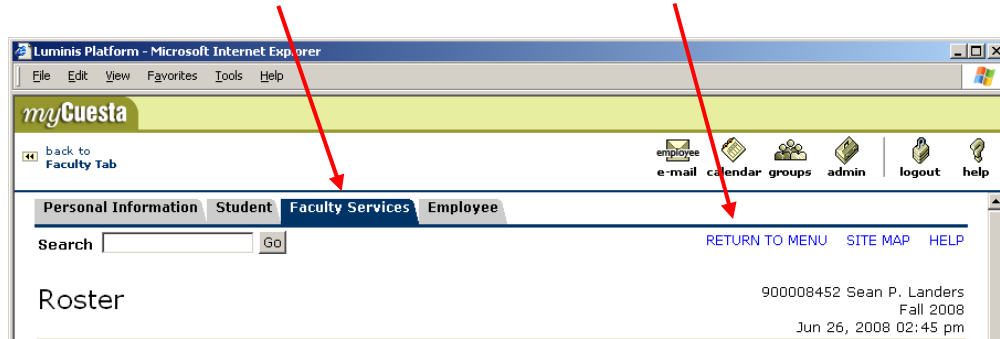
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## Changing Selection within Faculty Services

If you wish to post different office hours for another course, you must first select a different CRN, *then* return to the Office Hours screen.

1. Click the **Faculty Services** tab (or click the **Return to Menu** link).



*The Faculty Services menu will be displayed.*

2. Click on **CRN Selection**.  
*The Select a CRN screen will be displayed.*
3. Select the desired class from the drop down menu and click **Submit**.  
*The Faculty Services menu will be displayed.*
4. Select **Office Hours**.  
*The Office Hours screen will be displayed.*
5. Continue posting office hours per instructions above.