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.

   ![Select Term Screen]

   Select Term
   90009452 Sean P. Landers
   May 02, 2008 01:55 pm

   Select Term
   Select a Term: Fall 2008
   Submit

   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.)

4. Select the desired term from the drop down menu and click Submit. The Select a CRN screen may be displayed.

   ![Select a CRN Screen]

   Select a CRN
   90009452 Sean P. Landers
   May 02, 2009 03:27 pm

   CRN: 7300 CRN Syllabus
   Office Hours
   Submit

   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.)

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

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.*
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.