

Entering Faculty Office Hours on MyIUP

Faculty members can enter office hours for courses in which they are listed as the instructor. The office hours can be viewed by students from their Student Detail Schedule. Instructions are as follows:

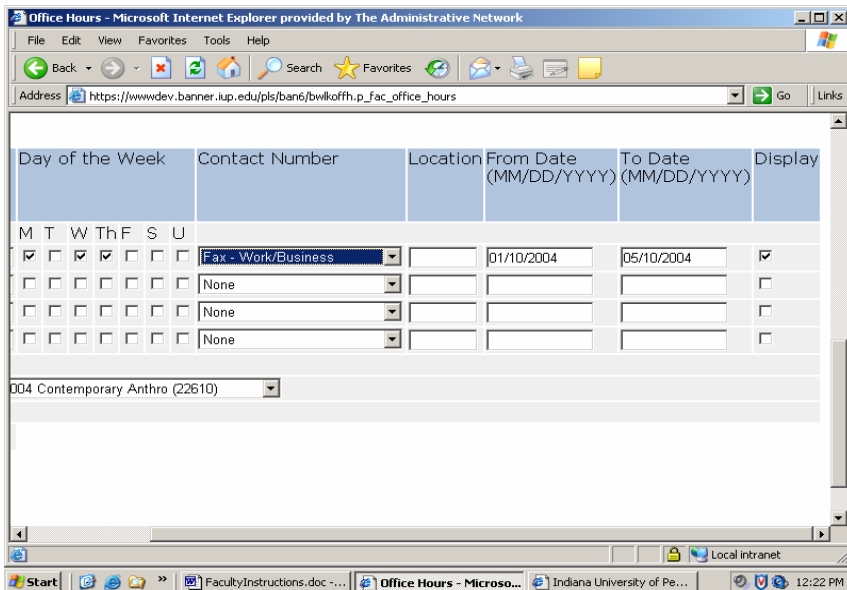
- After logging in to the secure area on MyIUP, select the **Academics** tab, then under **Course Tools**, select **Office Hours**. You will then be asked to **Select a Term** for which you want the office hours to apply. Click on **Submit**. From the **CRN** drop-down menu, choose the **CRN** of the course you wish to assign office hours to and then click on **Submit**.
- You are now able to enter the office hours in the **From Time** and **To Time** fields (use military format, shown below)
- To choose the days of the week of the office hours, click on the desired boxes under **Day of the Week** and checkmarks will appear (shown below)

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)
1500	1600	M T W Th F S U <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None		01/10/2004	05/10/2004
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None			
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None			
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None			

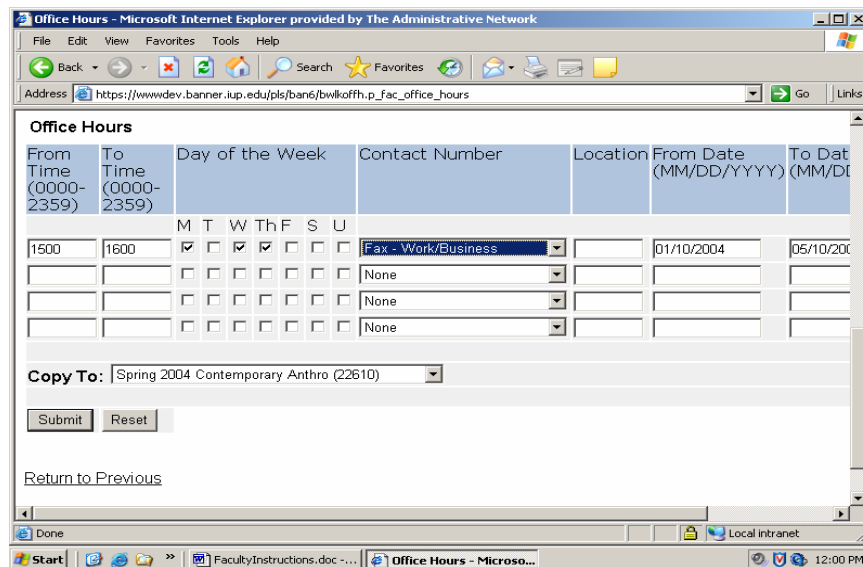
Copy To:

[Return to Previous](#)

- A **Contact Number** can be chosen from the drop-down menu and **Location** of the office hours can be entered in the specified data field. Enter the dates that the office hours will begin and end in the **From Date** and **To Date** fields (use mm/dd/yyyy format).
- Move horizontal scroll bar to the right and click on **Display** (shown below) to display office hours on the web. Students can view the displayed hours from their Student Detail Schedule by clicking on the instructor's name.



*Note: Office Hours can be copied to another course by selecting the desired course from the **Copy To** drop-down menu (as pictured below) and clicking **Submit**. **Copy To** only permits copying hours to one section at a time.



When finished, click **Submit** to save

- The faculty member might desire to add different office hours to another course in which they are the assigned instructor. To do this, scroll to the top of the screen and click on **Return to Menu**. From the Faculty Services menu, choose **CRN Selection** and select the course from the drop-down menu in which you want to apply new office hours. Click on **Submit**, which returns you to the Faculty Services menu where you can select **Office Hours** and repeat the process of assigning office hours.