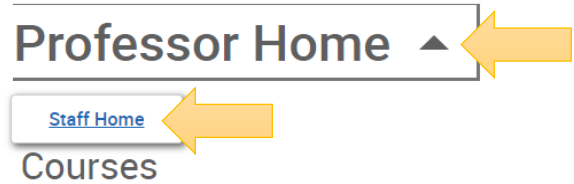


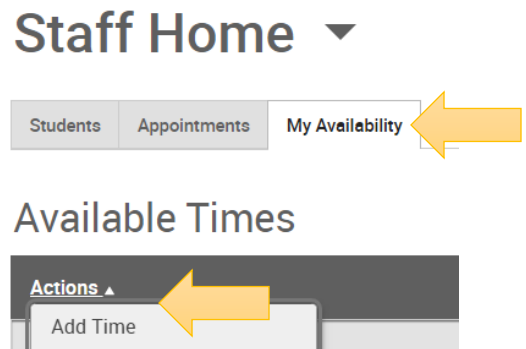
How to Set Your Availability in Pathways

The instructions below can be followed to set up Faculty Office Hour availability for students to meet by Appointment only. It is recommended to set up separate blocks of availability if you would like to have Faculty Office Hours by both Appointment and Drop In.

1. After logging into Pathways, if it brought you to your Professor Home page, use the triangle button to switch to your Staff Home.



2. From your Staff Home, click on the My Availability tab. Under Available Times, go to the Actions menu and select Add Time.



3. Select the days and times when you are available to meet with students. You can choose one day or multiple days if the time is the same each day. If the hours will be the same each week, choose the current term (Default Term) for the length of time to be active. Then choose the Appointments option.

When are you available to meet?

Mon Tue Wed Thu Sat Sun

From To
2:00pm 3:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Fall Term 2023-2024 (Default Term)

Add to your personal availability link?

Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

4. If you would like to create a link that can be posted on canvas or that you can send to your students that will direct them to your availability for scheduling, select the box to “Add to your personal availability link”.

Add to your personal availability link?

Add this availability to your personal availability link?

5. Select the type of meeting (in person v. virtual). You can choose just one or both.

Meeting Type

In-Person Virtual

6. Choose “Faculty Office Hours” from Care Unit drop down menu.

Care Unit

Faculty Office Hours

7. Choose “Faculty Office: See Details” from the Location drop down menu.

Location

Faculty Office: See Details

8. Select “Office Hours/Student Meeting” from the Services.

Services

Office Hours/Student Meeting

9. Add the course that you are teaching this semester. **Begin typing the subject and catalog number, including the hyphen.** The course you select needs to be the exact SUBJECT and 4-DIGIT CATALOG NUMBER as listed in PeopleSoft or your students will not be able to see your availability or schedule appointments.

Courses

Chem-011

CHEM-0110 GENERAL CHEMISTRY 1

CHEM-0111 GENERAL CHEMISTRY 1

CHEM-0112 GENERAL CHEMISTRY 2

CHEM-0113 GENERAL CHEMISTRY LABORATORY 1

10. If you selected Virtual meeting type, you can add a URL or phone number which will be sent to the student when they schedule the appointment.

Courses

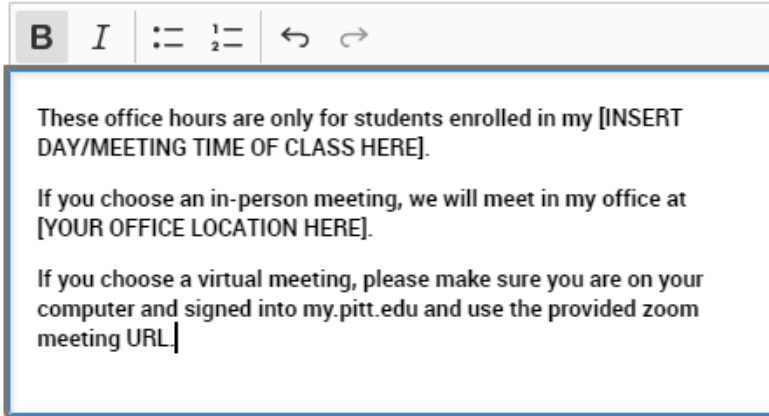
CHEM-0110 GENERAL CHEMISTRY 1

URL / Phone Number

<https://pitt.zoom.us/j/1111111111>

11. Add any Special Instructions you would like the students to see when they schedule the appointment. The sample text you see here is included below in the *Tip* section if you would like to copy.

Special Instructions for Student



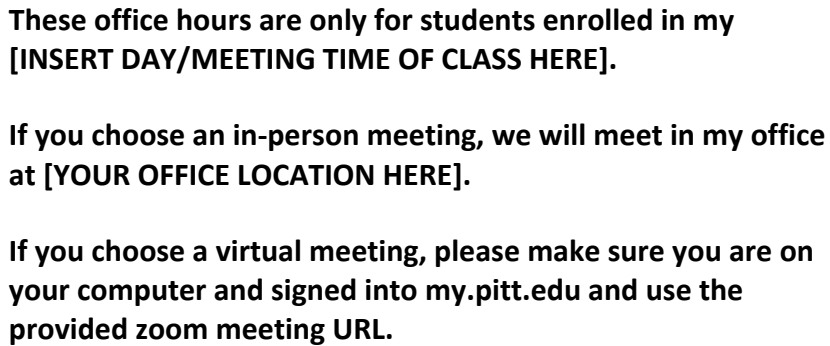
B *I* | := ½= | ↶ ↷

These office hours are only for students enrolled in my [INSERT DAY/MEETING TIME OF CLASS HERE].

If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].

If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL|

Tip: Use the *Special Instructions to Students* box to include personalized information such as office number and/or directions. The student will receive these instructions when scheduling the appointment.

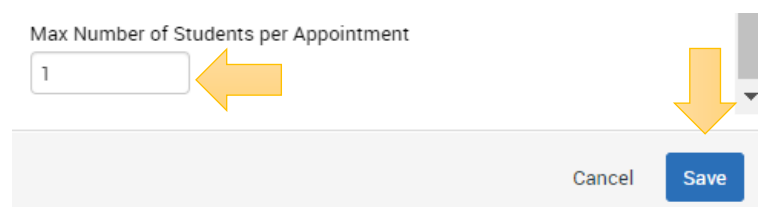


These office hours are only for students enrolled in my [INSERT DAY/MEETING TIME OF CLASS HERE].



If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].

If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL.

-
12. Select the number of students per appointment. If you select more than 1, then multiple students can schedule a meeting for the same time.



Max Number of Students per Appointment

Cancel Save

13. Click the Save button.

14. Repeat this process until all of your availabilities have been defined. You can have as much availability as you need. **Note: If you teach more than one class and have separate office hours for each class, you will need to create separate availability for each class.**