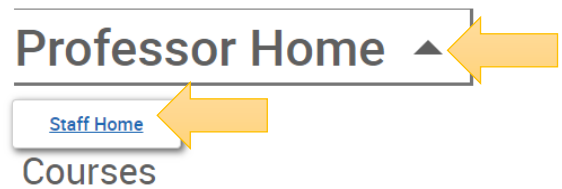


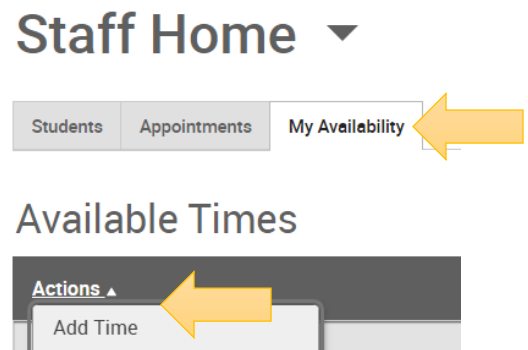
How to Set Your Availability in Pathways

The instructions below can be followed to set up Faculty Office Hour drop-in availability for students to view in Pathways. Students will only be able to see the times you will be in your office. They will not be able to schedule appointments. 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 Drop-ins option.

When are you available to meet?

Mon Tue **Wed** Thu **Fri** Sat Sun

From To

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

How long is this availability active?

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 view your drop-in times, 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 drop-in availability.

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. 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].

For in-person drop-in hours we will meet in my office at [YOUR OFFICE LOCATION HERE].

For virtual hours, please email me for the zoom URL.

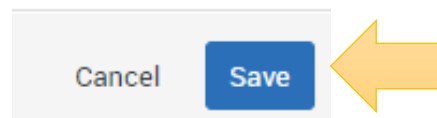
Tip: Use the *Special Instructions to Students* box to include personalized information such as office number and/or directions. Students will see the special instructions at the same time they view your drop-in availability.

These office hours are only for students enrolled in my [insert day/meeting time of class].

For in-person drop-in hours we will meet in my office at [YOUR OFFICE LOCATION HERE].

For virtual hours, please email me for the zoom URL.

11. Click the Save button.



12. 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.**