



Adding Office Hours to Course in Aurora Student

Office hours that are entered using Aurora Student Self Service appear only to students who have registered for your class. As instructor of the class, your name will appear in the student's detailed schedule information in Aurora Student as a link. This link will lead the student to the office hours you have set up in Aurora Student.

1. From the Faculty Services menu select **Setup/Update Office Hours Online**.
2. Select the term the class is being taught in.

Note: For classes that span Fall and Winter Terms, select Fall Term.

3. Select the course CRN (or Course Reference Number), Submit.

Note: Only the classes you are assigned to will display to you in the drop down menu. The listing will include the course number, section number, short title for the course, and it's CRN. If you are assigned to multiple sections of the same course, please refer to the Class Schedule for the CRNs.

4. You will see the following screen:

Personal Information
Faculty Services
Advisor Services
Application for UG Admission
Student Reports

[RETURN TO MENU](#) [HELP](#) [EXIT](#)

Office Hours

Fall 2010
 May 12, 2011 11:39 am

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
Agricultural Economics & Marketing 1 - 11624 - ABIZ 0440 - A01

CRN: 11624

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Lecture	11:30 am - 12:20 pm	MWF AGRICULTURE BUILDING 172	Sep 20, 2010 - Dec 03, 2010	Agriculture Class, School of	(P)

Office Hours

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
		M T W R F S U					
<input type="text" value="0800"/>	<input type="text" value="1200"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		111 Unive	09/01/2010	12/01/2010	<input type="checkbox"/>
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Copy To:

5. Enter up to four different times at which you are available in your office using the **From Time and To Time** fields.
Note: These times must be entered using the 24-Hour clock, and must contain four digits (e.g. 8:00 am must be entered as 0800, and 2:00pm as 1400).
6. Select the **days of the week** that you will be available at these times.
7. Enter your office **Location**.
8. Enter the date range over which these office hours are valid. This time period should relate to the period of time over which the course is offered.
9. Select **Display**.
10. Select **Submit**. You will receive confirmation that you have successfully updated your Syllabus Information.
11. If you wish to assign the same office hour information to another course section, you can use the **Copy To** dropdown menu at the bottom of the screen. Select the desired course section, and then **Submit**. You will receive confirmation that you have successfully updated your Syllabus Information.