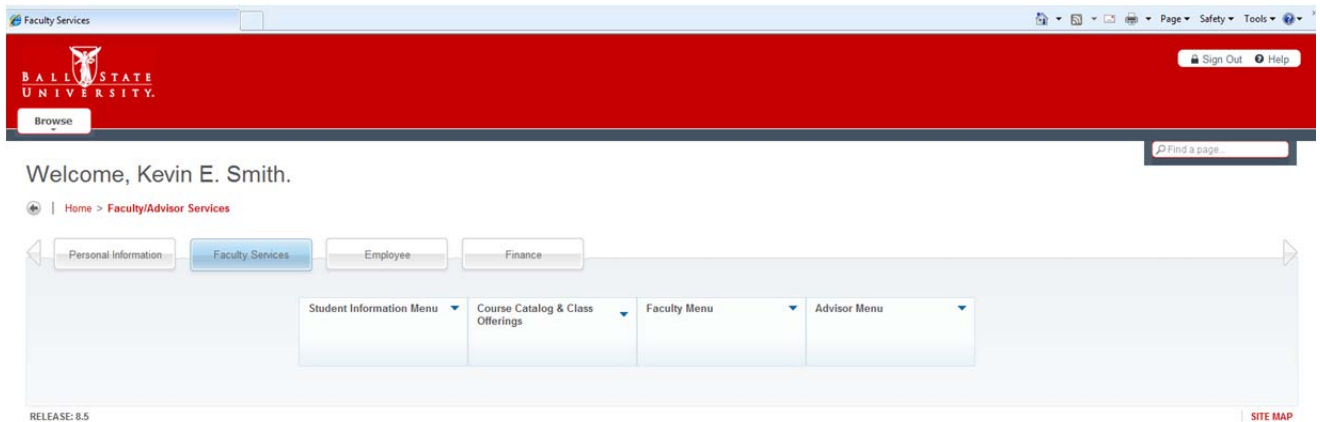
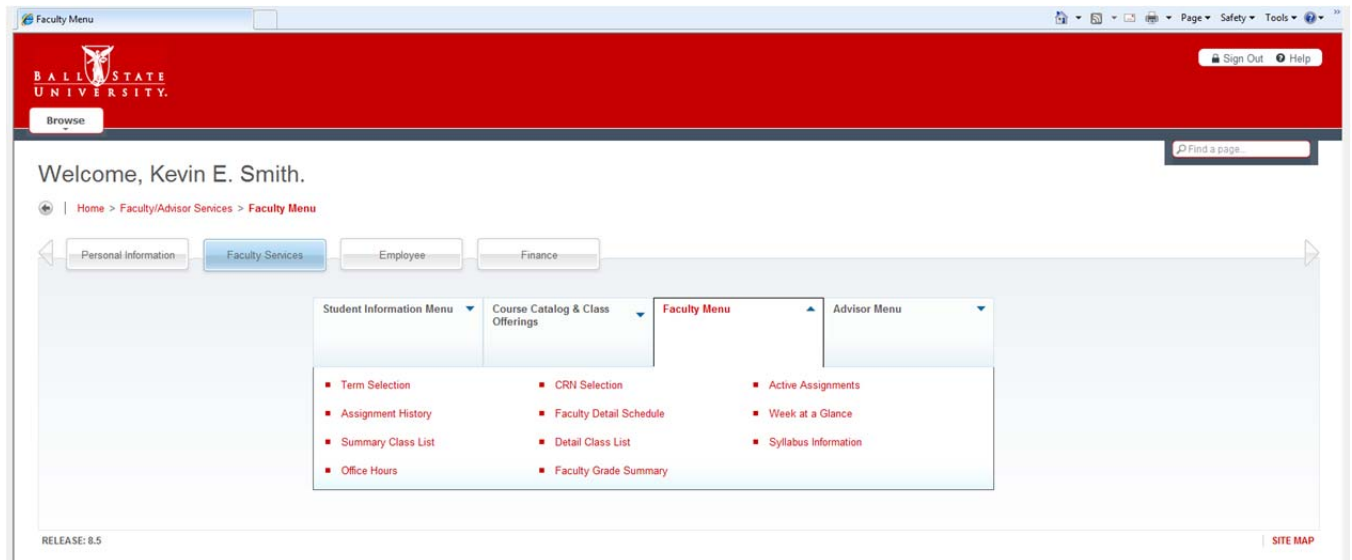


## How to Enter Office Hours in Self-Service Banner

- Why do it?
  - Students can look this information up once you enter it, as can staff and fellow faculty.
- To enter your hours, log on to Self-Service Banner (go to Faculty/Staff homepage, select Banner from Administrative Toolbox, and then select **Self-Service Banner**).
- Choose **Faculty Services**



- Choose **Faculty Menu**



- Select **Office Hours**
- Scroll down to show the grid. Enter times (military time) and select day(s). Select **Contact Number** from the drop-down menu, add your office number in **Location**, and enter semester dates (Fall 2012: 08/20/2012-12/10/2012). Check **Display**.
- To enter different hours (for example, for finals week), go to the next line in the grid and enter the hours with different dates.

Office Hours

**BALL STATE UNIVERSITY** Sign Out Help

Browse

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 out From/To Times or From/To Dates and clicking Submit.

**Course Information**

American History, 1877 to the Present - 10044 - HIST 202 - 1

CRN: 10044

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MWTF	Burkhardt Building 106	Aug 20, 2012 - Dec 14, 2012	Lecture	Kevin E. Smith (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 F S U					
1000	1150	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business 765-2858700	BB 200	08/19/2012	12/21/2012	<input checked="" type="checkbox"/>
1300	1400	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business 765-2858700	BB 200	08/19/2012	12/21/2012	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Copy To: Select To Copy

Submit Reset

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- In the **Copy To** box, choose your course and hit **Submit**. Repeat for all courses for which these office hours apply.

Office Hours

**BALL STATE UNIVERSITY** Sign Out Help

Browse

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		M T W F S U					
1000	1150	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business 765-2858700	BB 200	08/19/2012	12/21/2012	<input checked="" type="checkbox"/>
1300	1400	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Business 765-2858700	BB 200	08/19/2012	12/21/2012	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

Copy To: Fall 2012 American History, 1877 to the Present (10044)

Submit Reset

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