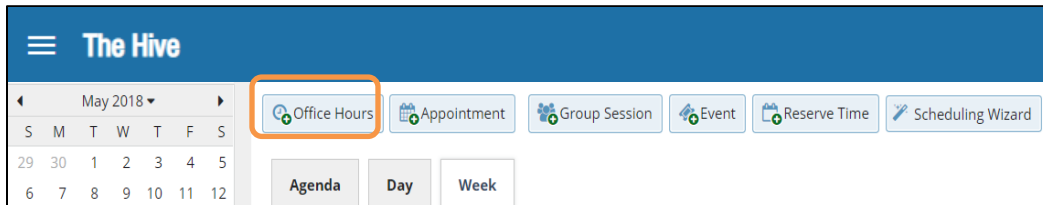


The first time you log in to The Hive, it will provide a ‘wizard’ to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled “**Show me this Office Hours Setup Page again next time I login if I don’t have any Office Hours**”, and then click the **Close** button.

## Setting Up Office Hours:

To setup office hours without the ‘wizard’, to add additional office hours in future, or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Reserve Time** or use the **Scheduling Wizard**.



Also see the [video tutorial regarding office hours](#) for a demonstration this feature.

### Complete the fields presented to specify:

- What day(s) do you have office hours?
- What time are your office hours?
- Where will they be held? Select from the locations\* you created when setting up your profile.
- How long do you want each appointment to last?
- If you have multiple roles on campus select the Appointment Type you want for this block of hours. This will impact who can see the block of meetings and the menu of reasons from which students select from when scheduling an online meeting. Example – Course Related will display for student for whom you are connected in the instructor role. Faculty Advisor Appointments will display to your advisees.
- If relevant, provide Instructions for students who make appointments with you. For example, do they need to bring anything to the appointment?

Click the Submit button to save your office hours.

**Note:** Once an office hour block is saved, you will **not** be able to edit the days of the week or frequency (e.g. weekly) for a series.

The screenshot shows the 'Add Office Hours' form with the following fields and options:

- Title:** Office Hours
- What day(s)?** Weekly (Repeats every 1 week(s))
- Repeat on:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- What time?** Enter Start Time to Enter End Time
- Where?**
  - Event Location
  - Mary Commons 206 (Note: My office is located on the 2nd Floor Mary Commons, go to back, left side of office suite.)
  - Zoom Meeting: (Join Zoom Meeting https://csbsju.zoom.us/j/3203635183)
  - Meet by Phone (Please include a phone number at which I should call you.)
- Office hours Type:** Scheduled And Walk-ins (Take either scheduled appointments or walk-ins)
- How long?** 30 minutes (minimum appointment length), 30 minutes (maximum appointment length)
- Appointment Types:**
  - Academic Advising
  - FFX - First Year Experience
  - General Appointment
- Instructions:** These will be sent to anyone who makes an appointment.

\*If you will hold office hours at both CSB and SJU you will want to set up different office hour series for each campus.

## How do I cancel office hours?

### Cancel one occurrence

Select the day from the calendar, and **hover** (don't click) over the clock icon associated with the **Office Hours** on the desired day (🕒).

Click the **Cancel button** and select, **"Just this one"** from the pop up **Office Hours** card presented.

### Cancel a series

From the **Agenda** view, **hover** (don't click) over the **Office Hours** clock icon (🕒) next to an office hour title.

Select **Cancel** from the pop-up **Office Hours** card presented. (If the day you have selected on the calendar includes an occurrence, you will have the option to cancel "Just this one" or "The entire series")

### Note:

Cancelling office hours will also cancel any meetings that students have scheduled with you during the that block of time. You will be prompted to send a notice to the students regarding the cancellation.

## What if I get another meeting scheduled from outlook during a block of office hours?

Your office hours will be automatically updated to review the periods of time where you have a conflict from your outlook calendar if you have allowed Outlook and The Hive to share busy times - see detailed directions in the [Detailed Guide to Getting Started and Setting Up Profile](#) guide on the Hive website.

## How do I change how I am emailed by The Hive?

The Hive will email you a calendar item for each appointment and a summary of flag activity for your students. You set the frequency by which this happens when you set up your profile in The Hive. If you need to make adjustments, use the Email Notifications tab of your Profile to modify details of how and when you receive these notifications.

