

Office Hours

Here are some ideas. Personalize to suit your needs. Find what works best for you.

Availability: Determine the best time to hold office hours based on your availability. Keep student availability in mind as well.

Communication: Share all details of office hours by updating the syllabus, updating your calendar in INFO, creating an announcement in Moodle, and/or sending an email.

Other items to consider:

- Employ practices that are consistent with university [protocols for personal and public health](#).
- Specify the time zone for virtual office hours
- Give clear instructions and expectations for virtual office hours
- Be available and present during the virtual office hours
- [Set up a standard discussion forum in Moodle](#) for Frequently Asked Questions to provide help outside of virtual office hours.

Options for scheduling:

- **Moodle:** use the [Choice activity to create a sign-up schedule](#).
- **Syllabus:** Post available regular office hours in your course Syllabus and/or Moodle; students can email you to schedule a specific time.
- **INFO:** [Update your office hours](#); students can email you to schedule a specific time.
- There are a variety of 3rd party tools that can be used for scheduling. Feel free to explore these tools, keeping in mind that IT Services will not be responsible for providing support for them.

Face-to-face

- Mask up!
- Honor 6 ft distancing.
- Mask up!
- Be smart and careful. If, in your estimation, your office is too small even with 6 ft distancing and masks, use a conference room or available classroom.
- Mask up!
- Meet outside weather permitting, with various options around campus where social distancing will work.
- Wash your hands!

Virtual

Zoom tools to help you [manage meetings](#):

- Create [recurring meetings in Zoom](#) or in [Moodle](#) that correspond to your office hours. Use the [waiting room](#) to admit students one at a time
- [Create an individual Zoom session](#) with an email invitation for each student.