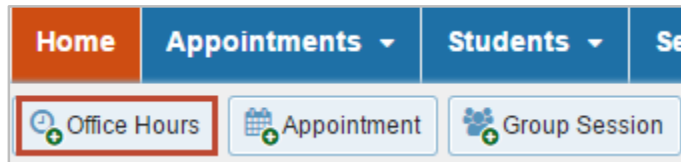


USUCCEED: SETUP OFFICE HOURS

Steps for setting up office hours in uSucceed.

Instructions

1. Click on the **Office Hours** button to setup office hours



2. In the **Add Office Hours** window that pops up, complete the following fields:
 - **Title** (i.e., Office Hours)
 - Select the **days** from the drop down box (i.e., Weekly)
 - Check the box for the day for the hours to **Repeat on**
 - Type in the **start time** and **end time** for the office hours
 - Select the **Location** for the office hours and enter the **Details** in the fields provided (i.e., building and room number)
 - Select the **Appointment Type** for the office hours (i.e., Faculty Advisor Meeting, Instructor Meeting, or both)
 - If applicable, provide **Instructions** for students
 - If applicable, provide a **Start/End Date** for the Office Hours

Note: Office Hours that are already setup in uSucceed can be edited in the **Appointments** section of uSucceed under the **Agenda** tab. Office Hours are listed under **Availability** on the right side of the screen. Place the mouse over the Office Hours to view the menu to edit or delete the Office Hours.

USUCCEED: SETUP OFFICE HOURS



Add Office Hours Never Mind Submit

* Title

* What day(s)? Repeats every week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? to

* Where?

Type

Details

Instructions

* Office hours Type ?

Take either scheduled appointments or walk-ins

* How long? minimum appointment length

maximum appointment length

These will be sent to anyone who makes an appointment.

* Required fields Never Mind Submit

3. Click **Submit** to save your office hours.