Office Hours
(Initial Setup and How to Edit)
Faculty/Staff

The first time you log into Momentum, you will be prompted to enter your office hours so others are able to schedule appointments with you. Depending on the schedule of your office hours, you will choose one of the following two options to set up your office hours schedule.

- If your office hours are at the same time, each day you are available, follow the directions for **Option 1.**

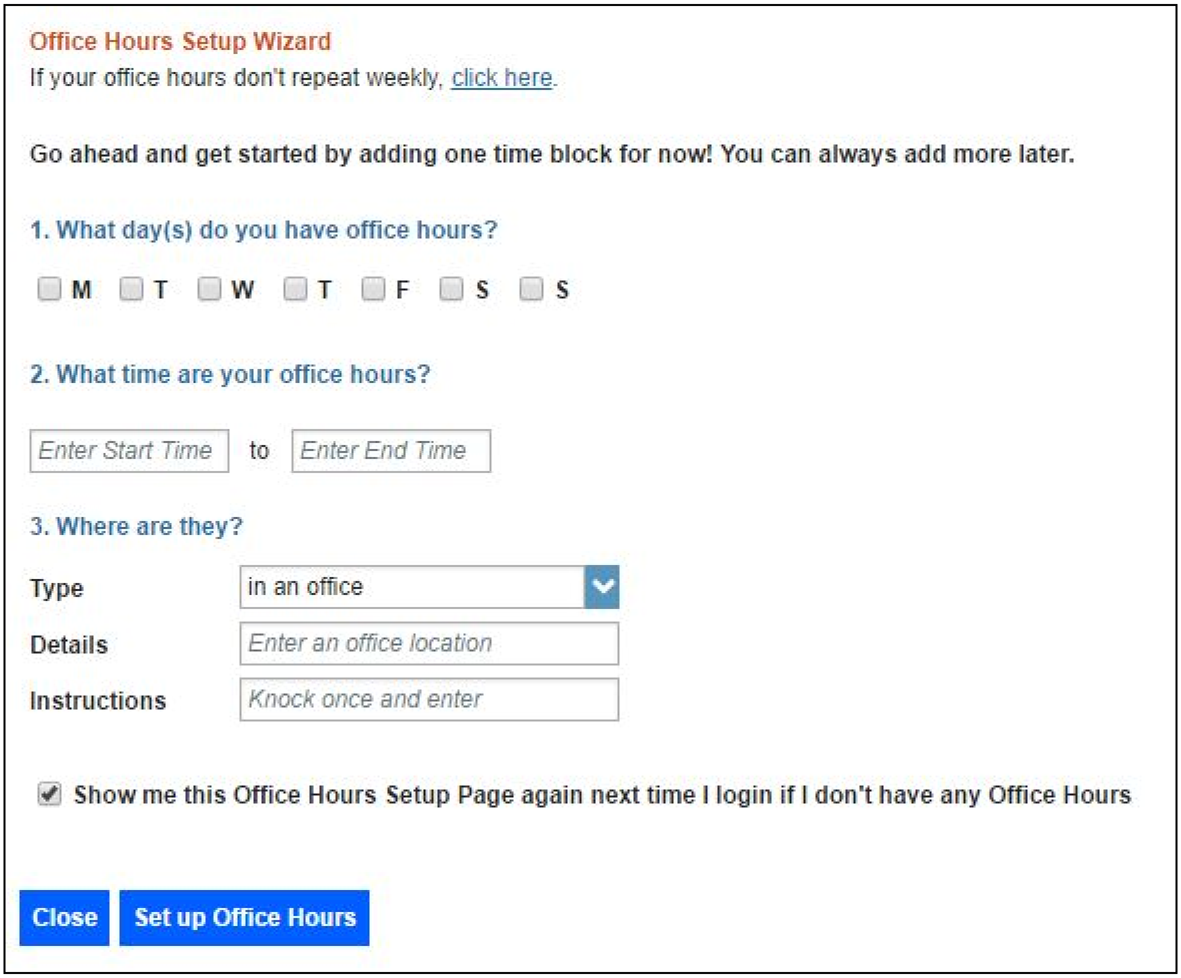
- If your office hours vary, depending on the day of the week, follow the directions for **Option 2.**

Office Hours - Editing from Original Setup

Click ‘Office Hours” from your dashboard and you will be brought to the screen that allows you to set up variable daily office hours. The other options at the top of the screen allow you to add a specific "Appointment" with a student or schedule a "Group Session" that multiple students can sign up for (similar to office hours).

Option 1. If your office hours are at the same time each day you are available, checkmark the boxes for the respective days, enter your start and end time, list your office location, and add any special instructions students need to follow when coming to an appointment.

When you are finished, click “set up office hours.”



Office Hours Setup Wizard

If your office hours don't repeat weekly, click here.

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

☐ M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ S

2. What time are your office hours?

Enter Start Time to Enter End Time

3. Where are they?

Type: in an office

Details: Enter an office location

Instructions: Knock once and enter

☑ Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

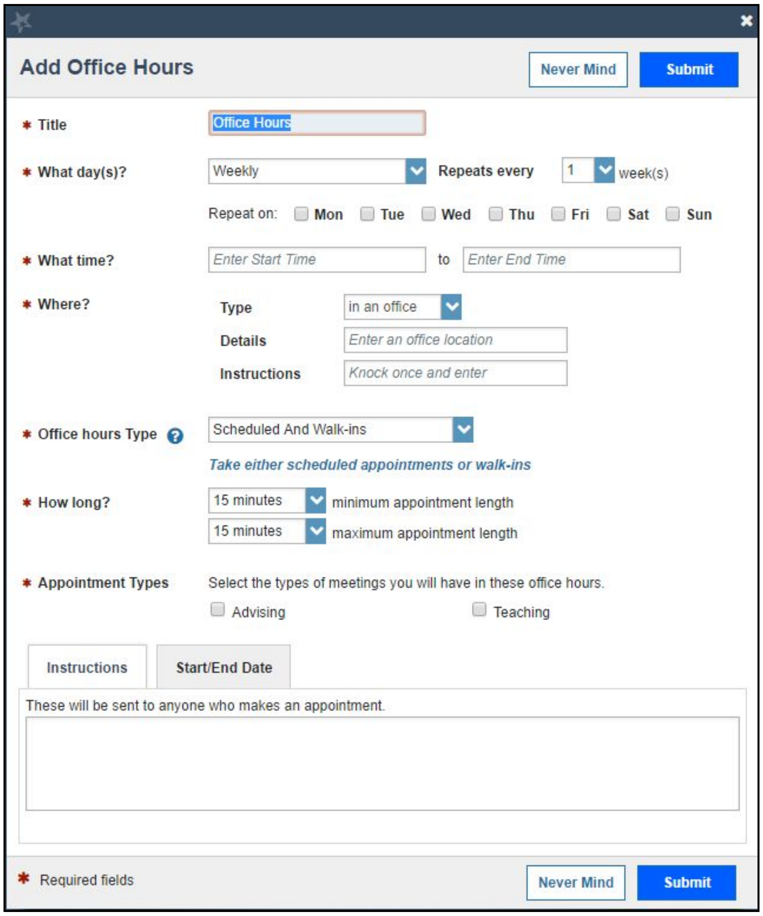
Option 2. If your office hours vary depending on the day of the week, select "click here" in the sentence underneath "Office Hours Setup Wizard."

You will need to complete the following process for each set of hours you are available, by re-opening the window shown below. (For example, if you have the same hours on Monday/Wednesday, but different hours on Tuesday/Thursday.)

Fill out all of the required fields to your specifications including the title of your availability (such as "Office Hours"), the occurrence (such as weekly on every Monday and Wednesday from 9:00 am to 10:00 am), your office location, the minimum and maximum length meetings can be scheduled for, and the type of appointment (Advising or Teaching).

You can also choose to add special instructions for anyone who schedules an appointment, as well as a "Start/End Date" (the tab located near "Instructions") if your availability will only apply for a specific period of time or only for the current semester.

Click “Submit” at the bottom of the screen to add the available hours to your schedule.



Add Office Hours

* 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?
Type: in an office
Details: Enter an office location
Instructions: Knock once and enter

* Office hours Type: Scheduled And Walk-ins

Take either scheduled appointments or walk-ins

* How long?
15 minutes minimum appointment length
15 minutes maximum appointment length

* Appointment Types: Select the types of meetings you will have in these office hours.
☐ Advising ☐ Teaching

Instructions | Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields