

How to Enter Office Hours in Banner 9 Faculty Services (Cougar Tracks)

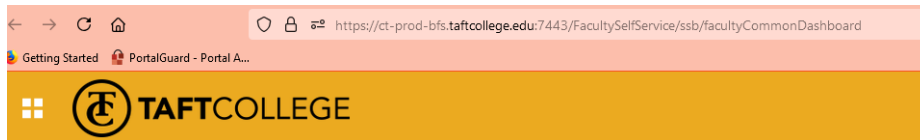
1. Log onto MyTC (upper right-hand corner of the TC homepage). If you need to reset your password, please contact A&R at 7741.



2. Click on the Faculty Services (Cougar Tracks) icon



3. Click on **Office Hours**



Faculty Services



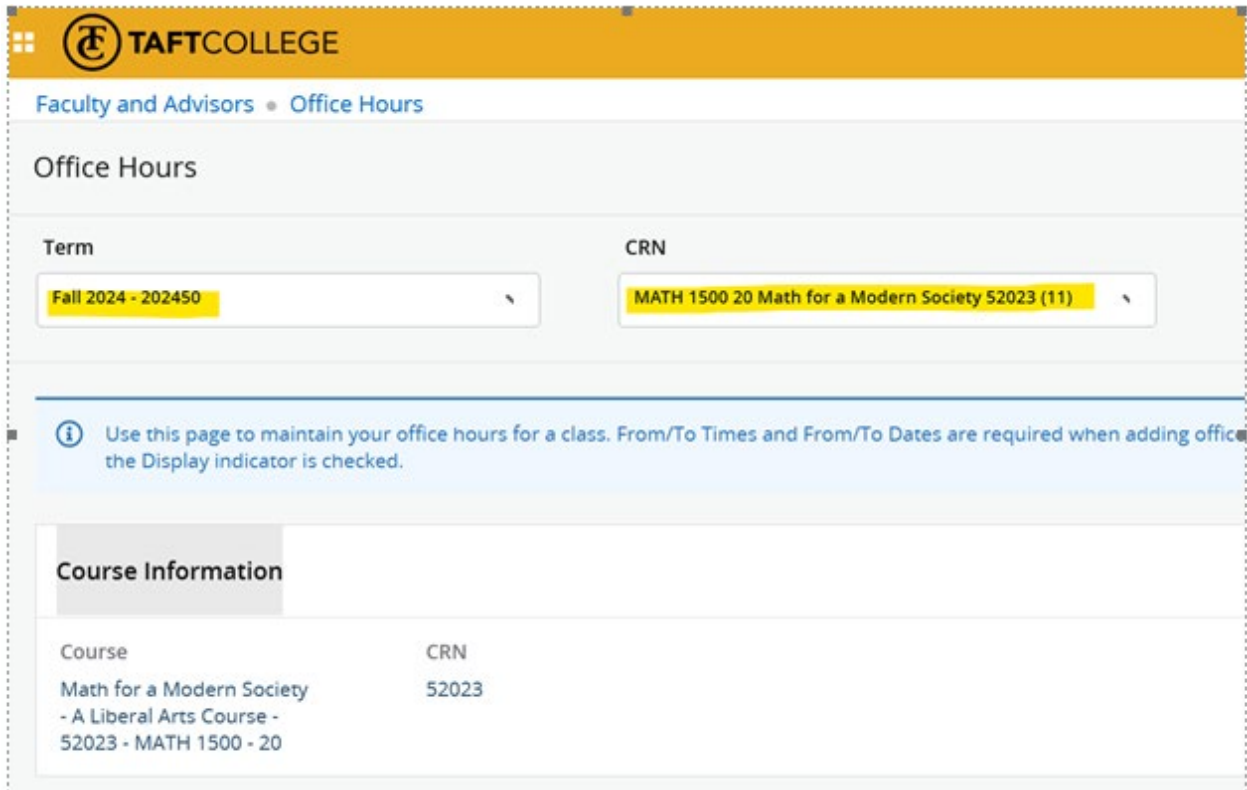
[Redacted Name]

- Faculty Grade Entry
- Class List
- Web-Enabled Drop Roster
- Add Authorization Codes
- Advising Student Profile (Counselor/Advisor)
- Faculty Week at a Glance
- Detail Schedule
- Syllabus Information
- **Office Hours**
- Assignments
- Action Item Review (Registrar)

If you have questions or concerns, please email the Registrar.

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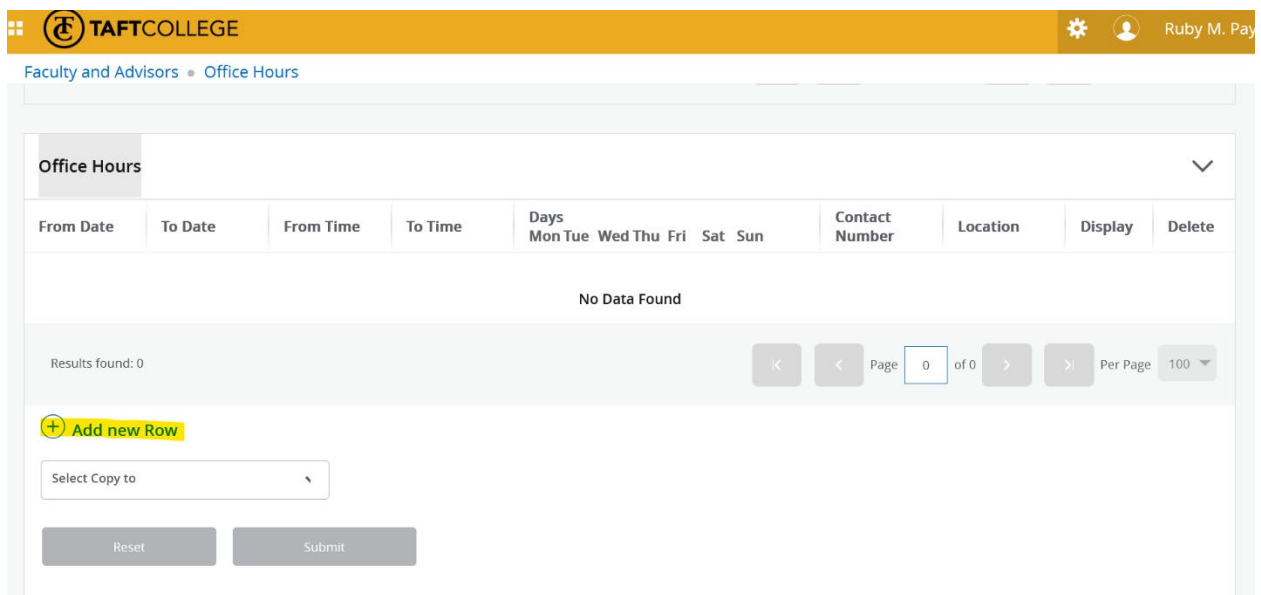
- Select the Term and CRN you want to enter hours for:



The screenshot shows the 'Office Hours' page in Banner 9 Faculty Services. At the top, there is a navigation bar with the TAFT COLLEGE logo and the text 'Faculty and Advisors • Office Hours'. Below this, the page title 'Office Hours' is displayed. There are two dropdown menus: 'Term' with 'Fall 2024 - 202450' selected, and 'CRN' with 'MATH 1500 20 Math for a Modern Society 52023 (11)' selected. A blue information banner below the dropdowns reads: 'Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. The Display indicator is checked.' Below the banner is a 'Course Information' section with a table:

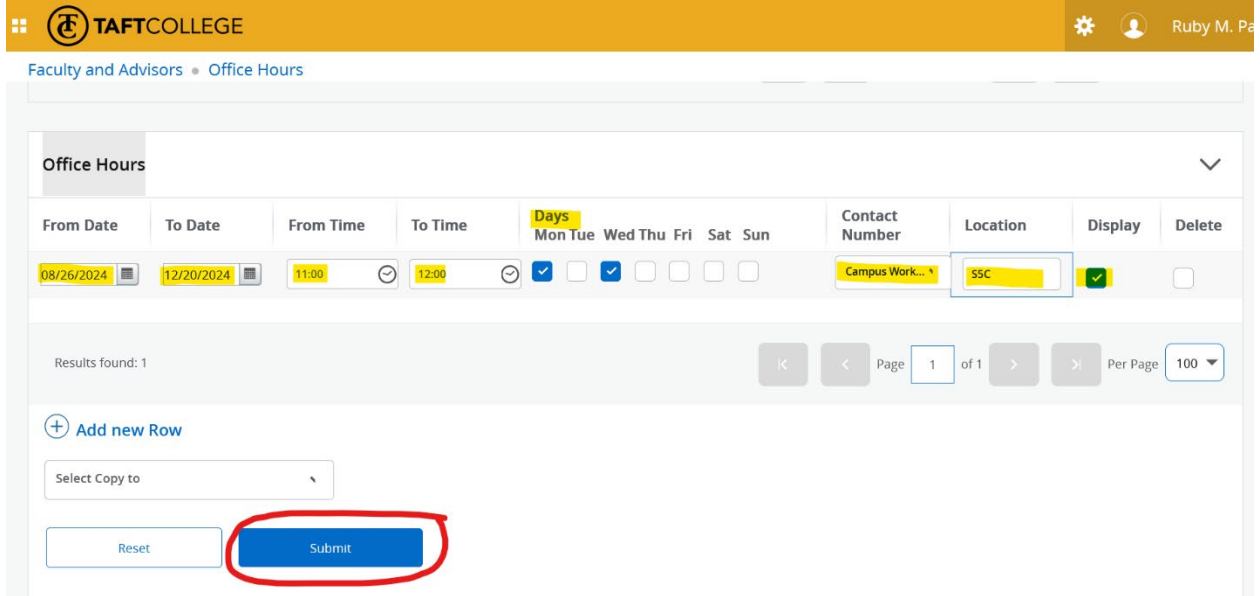
Course	CRN
Math for a Modern Society - A Liberal Arts Course - 52023 - MATH 1500 - 20	52023

- Click **Add New Row** to input dates, days, times, etc. Be sure to check "Display" to display the information to students. Click Submit



The screenshot shows the 'Office Hours' page with the 'Add New Row' button highlighted in yellow. The table below is empty, displaying 'No Data Found'. The table headers are: From Date, To Date, From Time, To Time, Days (Mon, Tue, Wed, Thu, Fri, Sat, Sun), Contact Number, Location, Display, and Delete. Below the table, there is a pagination bar showing 'Results found: 0', 'Page 0 of 0', and 'Per Page 100'. At the bottom, there is a 'Select Copy to' dropdown menu, a 'Reset' button, and a 'Submit' button.

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Faculty and Advisors • Office Hours

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
08/26/2024	12/20/2024	11:00	12:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Campus Work...	SSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results found: 1

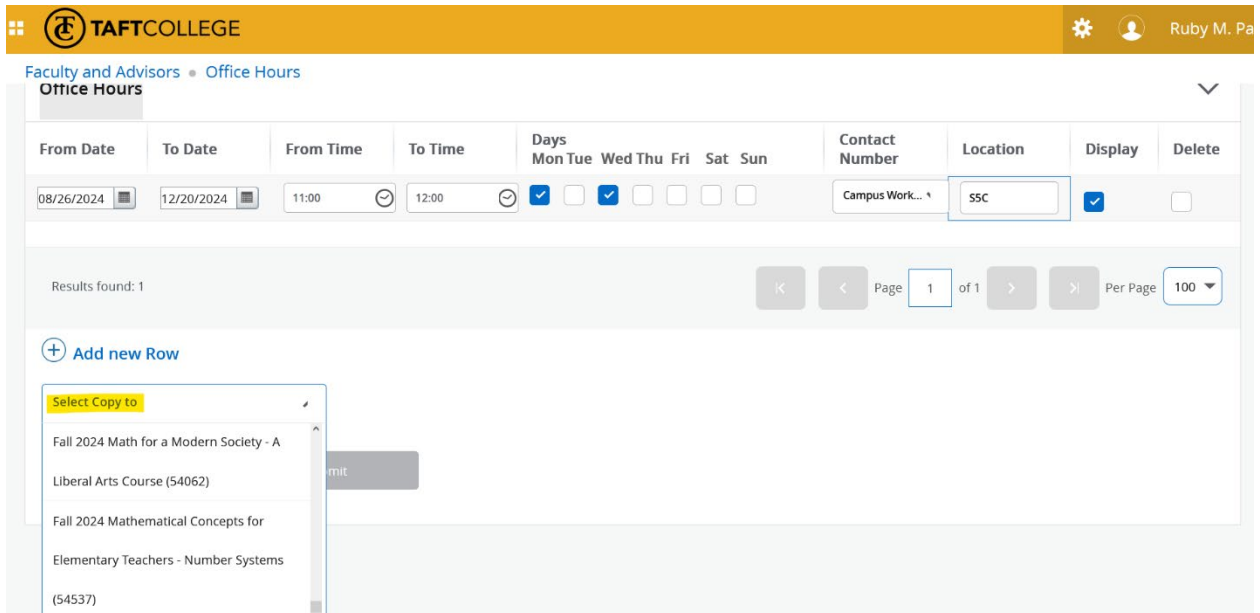
Page 1 of 1 Per Page 100

+ Add new Row

Select Copy to

Reset **Submit**

6. You can select copy your office hours to additional classes by selecting **Copy To**.



Faculty and Advisors • Office Hours

Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete
				Mon Tue Wed Thu Fri Sat Sun				
08/26/2024	12/20/2024	11:00	12:00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Campus Work...	SSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results found: 1

Page 1 of 1 Per Page 100

+ Add new Row

Select Copy to

- Fall 2024 Math for a Modern Society - A Liberal Arts Course (54062)
- Fall 2024 Mathematical Concepts for Elementary Teachers - Number Systems (54537)