



# Connect

## Editing Office Hours

Questions? Please e-mail [connect@ramapo.edu](mailto:connect@ramapo.edu).

# Locate Your Office Hours

- Log in to Connect via [web.ramapo.edu](http://web.ramapo.edu)

RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
MOODLE	CONNECT	SPACE RESERVATIONS	BOOKSTORE
HANDSHAKE	HUMAN RESOURCES	U.ACHIEVE	ORGSYNC

- Click on the Menu Button
- Click on Appointments in the menu



Connect

Search for Students

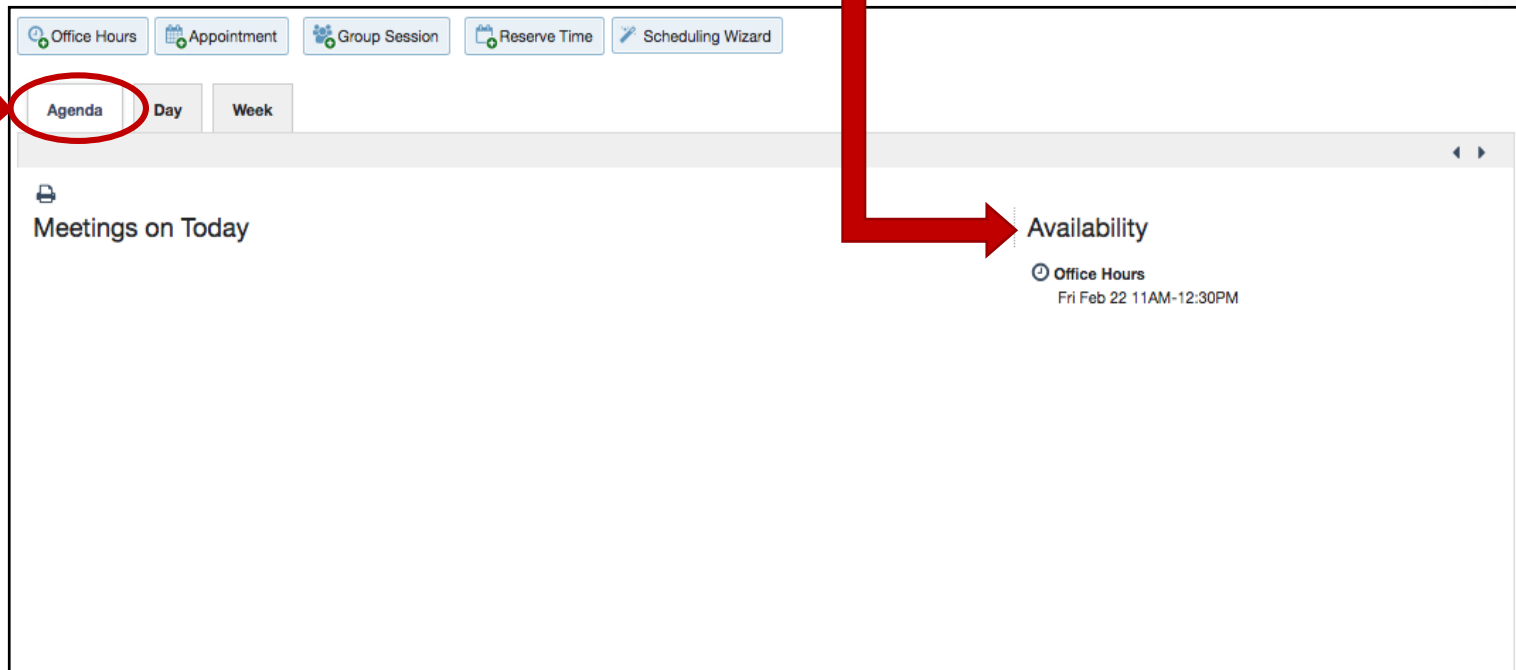
Home

Appointments

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# Locate Your Office Hours

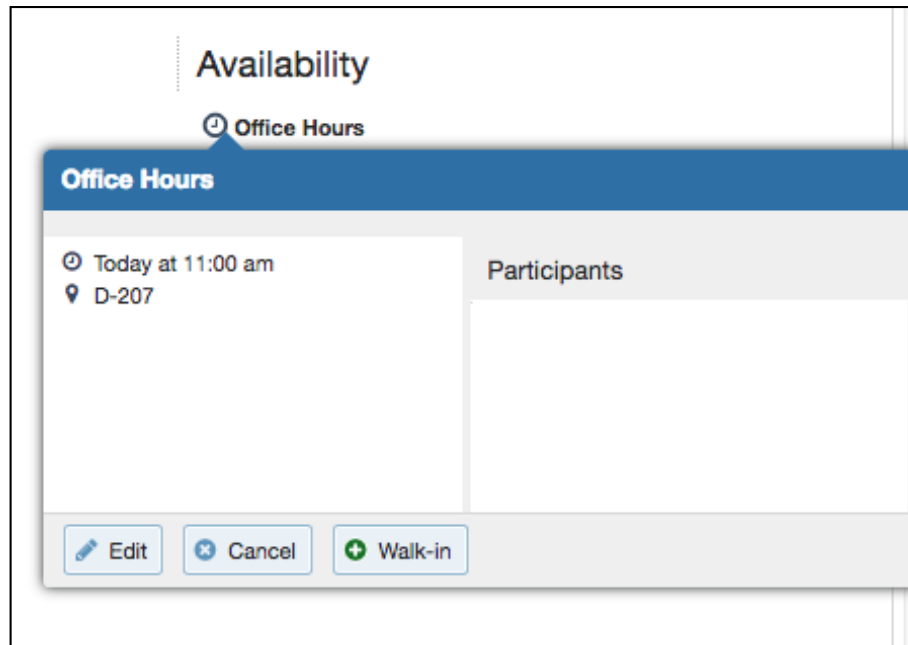
- View “**Agenda**” listing of office hours
  - Click Agenda tab
  - Office Hours will be listed on right side



The screenshot displays a scheduling interface with a top navigation bar containing buttons for 'Office Hours', 'Appointment', 'Group Session', 'Reserve Time', and 'Scheduling Wizard'. Below this, a secondary navigation bar has tabs for 'Agenda', 'Day', and 'Week', with 'Agenda' circled in red. The main content area is split into two panes. The left pane, titled 'Meetings on Today', is currently empty. The right pane, titled 'Availability', shows a listing for 'Office Hours' on 'Fri Feb 22 11AM-12:30PM'. A large red arrow points from the 'Agenda' tab to the 'Availability' pane, and another red arrow points from the 'Meetings on Today' section to the 'Availability' section.

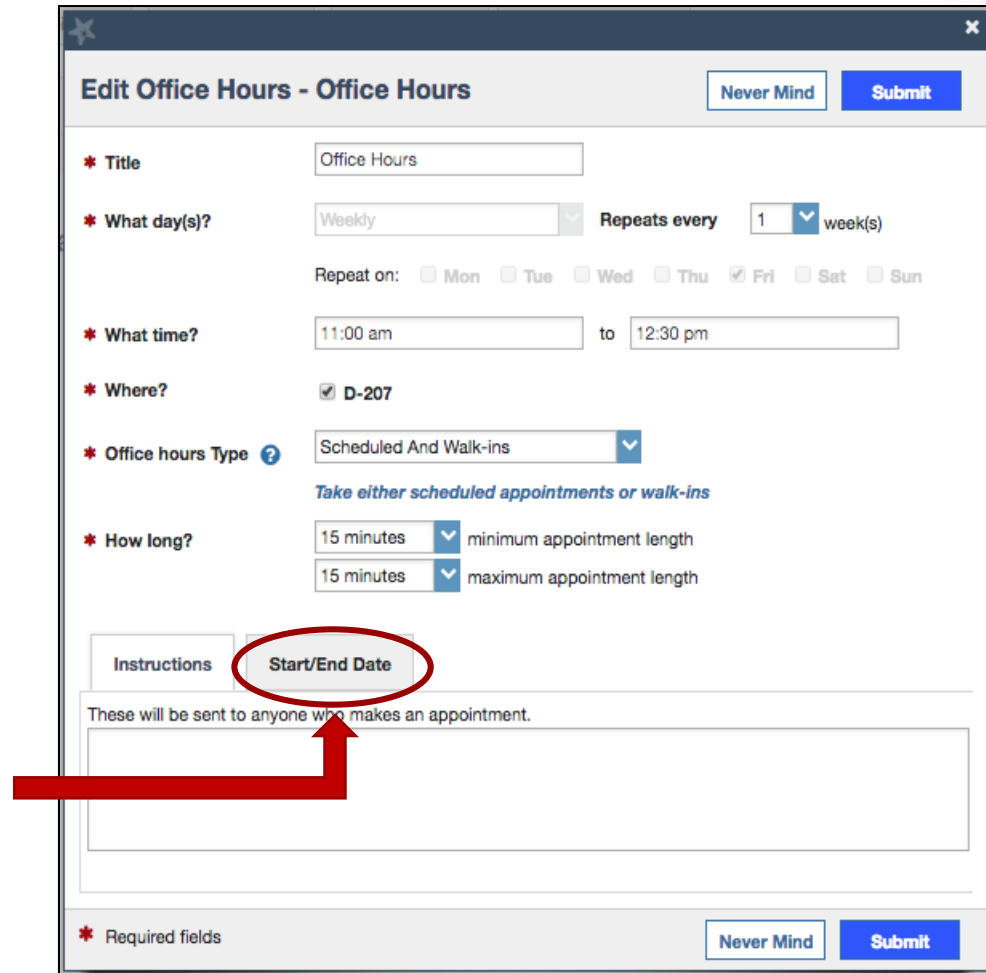
# Edit or Cancel Office Hours

- Hover mouse over clock symbol next to office hours series you wish to edit or cancel
  - Pop up box will show up with Edit or Cancel Options



# Edit Office Hours

- Selecting the **Edit** button allows you to edit information about your current office hours block
- On this screen you can:
  - Edit the start and end time
  - Change from scheduled to walk-in hours, or both
  - Edit the length of the appointments
  - Add instructions to the appointments
  - Set a start/end date
    - Please note, it is suggested to set the end date to the “End of Term”



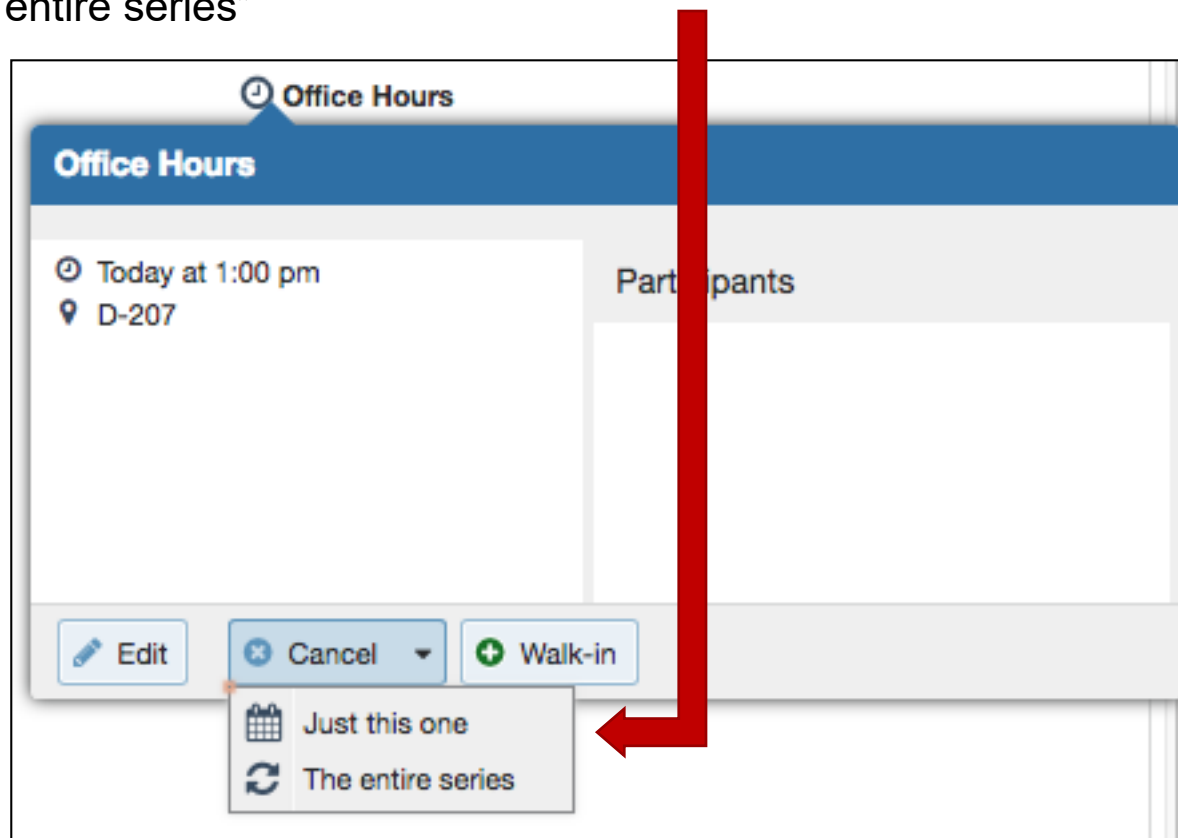
The screenshot shows a web form titled "Edit Office Hours - Office Hours". The form contains the following fields and options:

- Title:** Office Hours
- What day(s)?** Weekly (dropdown), Repeats every 1 week(s)
- Repeat on:** Mon, Tue, Wed, Thu,  Fri, Sat, Sun
- What time?** 11:00 am to 12:30 pm
- Where?**  D-207
- Office hours Type:** Scheduled And Walk-ins (dropdown)
- How long?** 15 minutes (dropdown) minimum appointment length, 15 minutes (dropdown) maximum appointment length
- Instructions:** A tabbed interface with "Start/End Date" selected and circled in red. Below it is a text area with the text "These will be sent to anyone who makes an appointment." and a red arrow pointing to the "Start/End Date" tab.

Buttons: "Never Mind" and "Submit" are present at the top right and bottom right of the form.

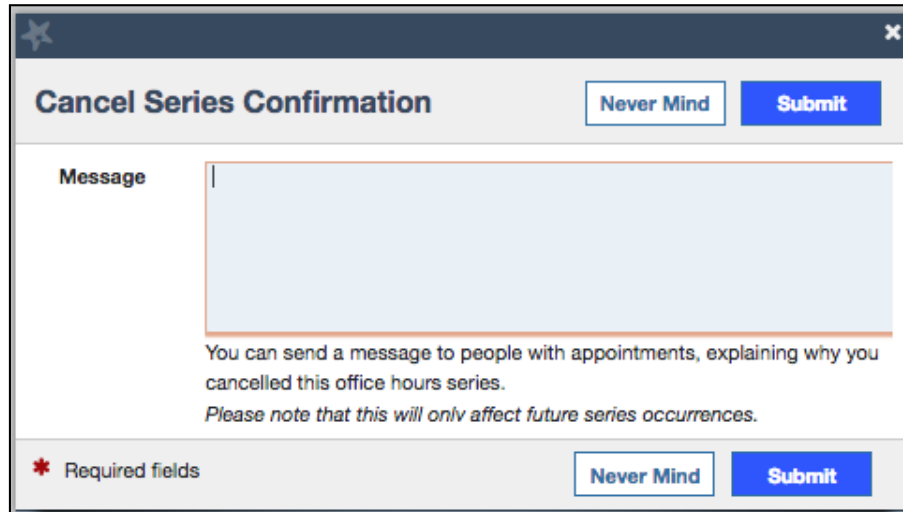
# Cancel Office Hours

- Select the Cancel drop down menu
  - Decide whether you would like to cancel your office hours “just this time” or “the entire series”



# Cancel Entire Series

- Canceling the entire series will delete every office hour slot for this time block
- If you already have appointments during this series of office hours you can elect to send a message to those appointments indicating you are canceling and/or how to reschedule
- Click Submit
- All changes should now be reflected in the “**Agenda**” view of your office hours



**Cancel Series Confirmation**

**Message**

You can send a message to people with appointments, explaining why you cancelled this office hours series.  
*Please note that this will only affect future series occurrences.*

\* Required fields