Faculty Office Hours

Training Manual
For
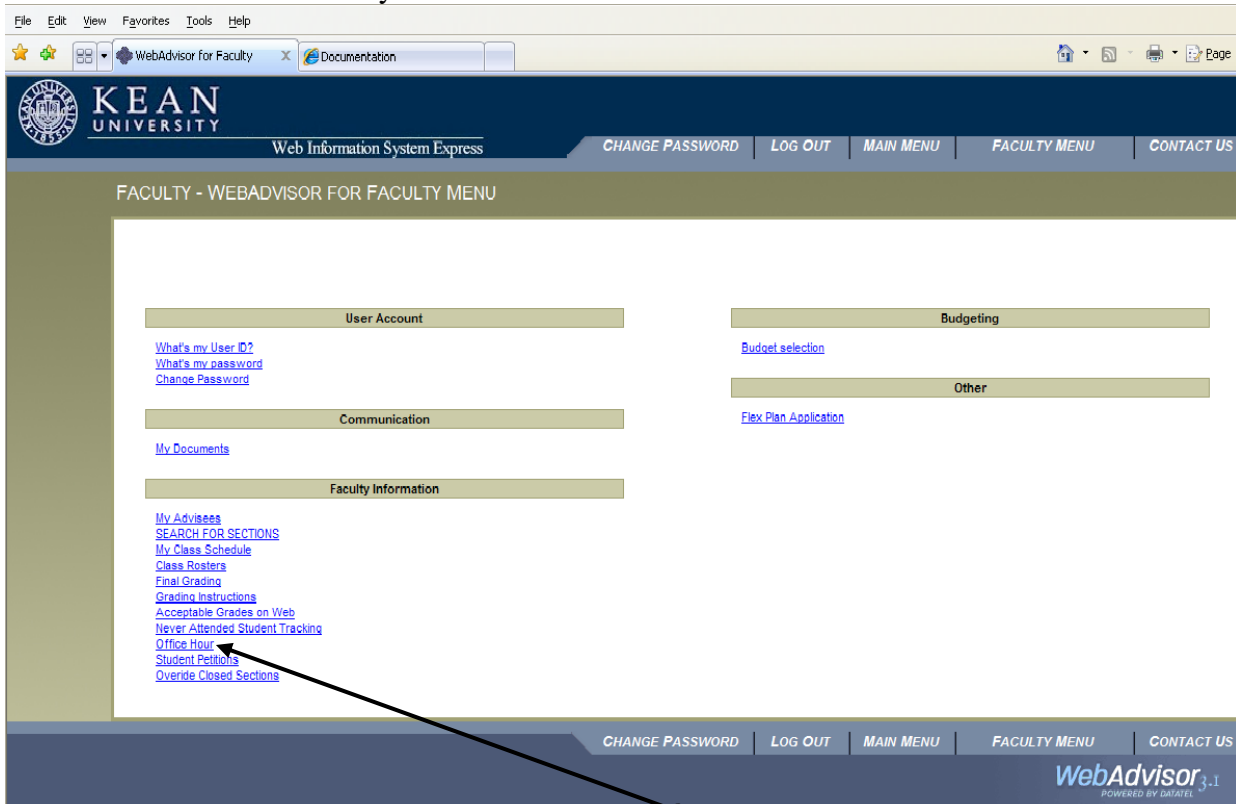# Kean WISE

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- Log into Kean WISE
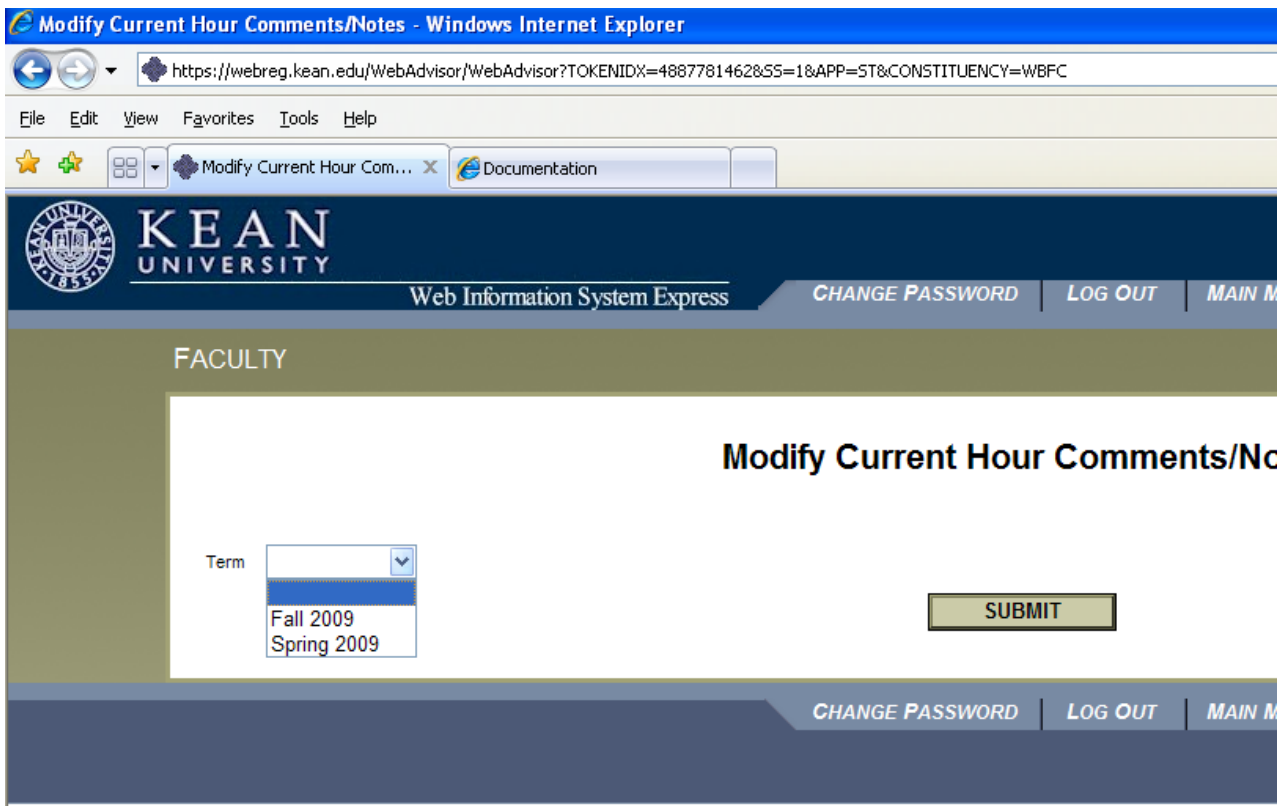 - Select "Faculty" from the main menu

- Under "Faculty Information" click on "Office Hour".

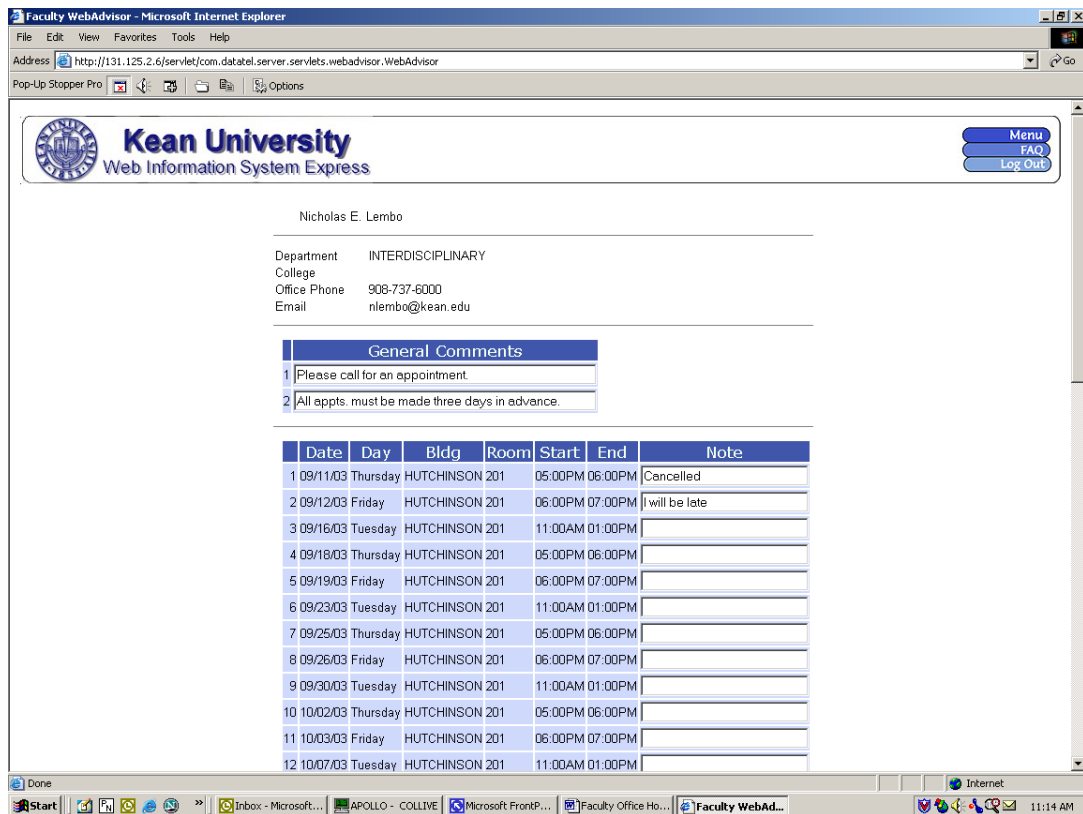- **You have two options on this screen**
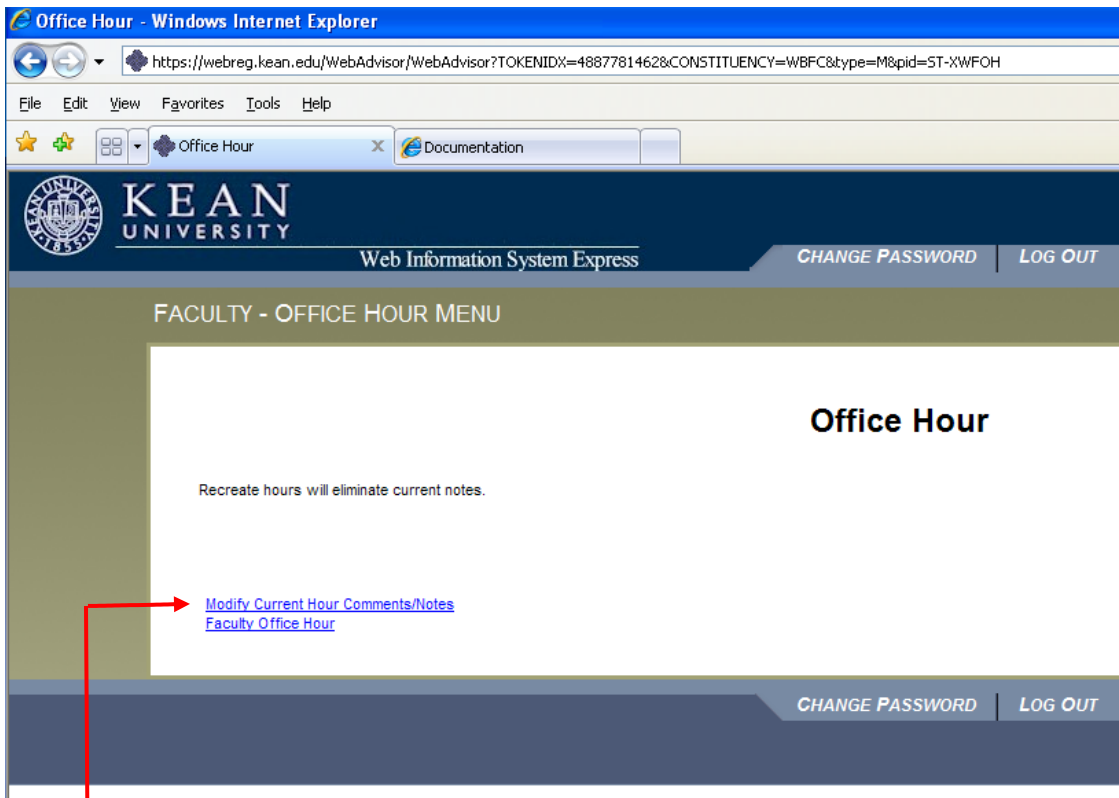
  - **The first option:** If you are only adding/modifying "General Comments" or "Notes" to an already established office hours calendar you will click on "<u>Modify Current Office Hour Comments/Notes</u>"

- Select a term from the drop down menu and click submit.

- You can make changes to "General Comments" or "Notes" by clicking in the section you would like to make additions or modifications.

- **Be sure to always click "Submit" regardless if you made changes or not.**

- **The second option:** If you are entering your office hours for the first time for a specific semester or you are changing existing office hours for a specific semester you will select: "Faculty Office Hour".
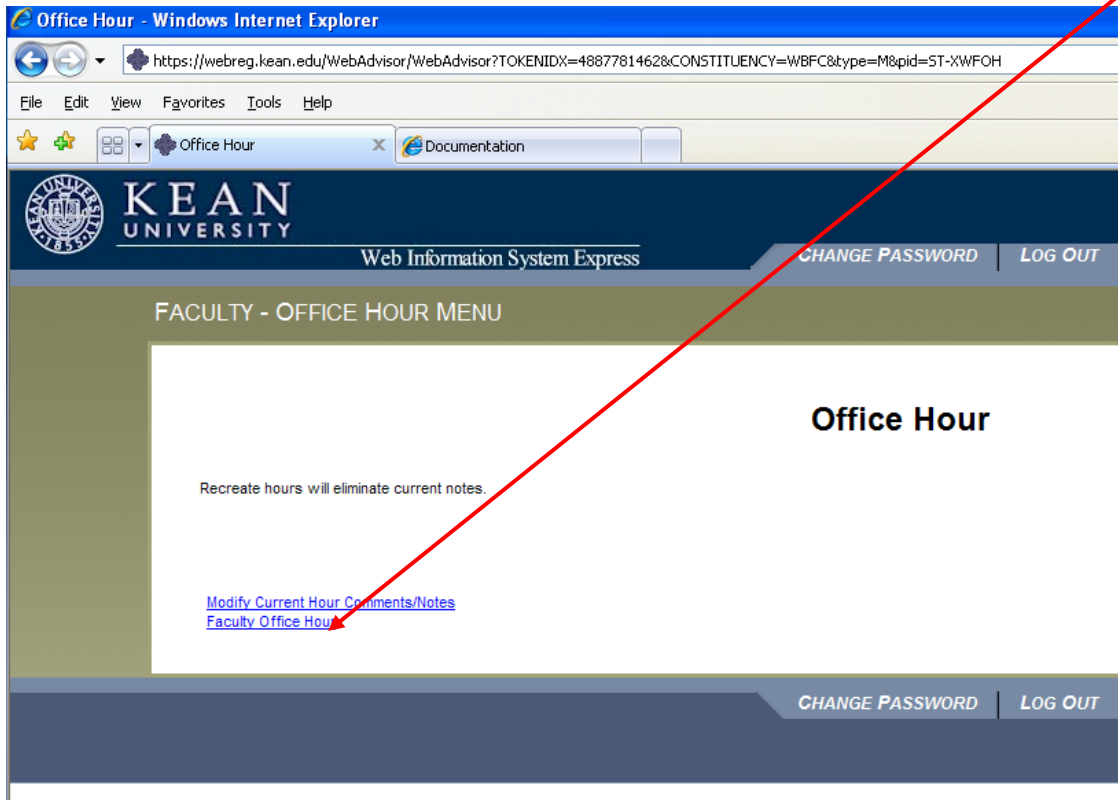
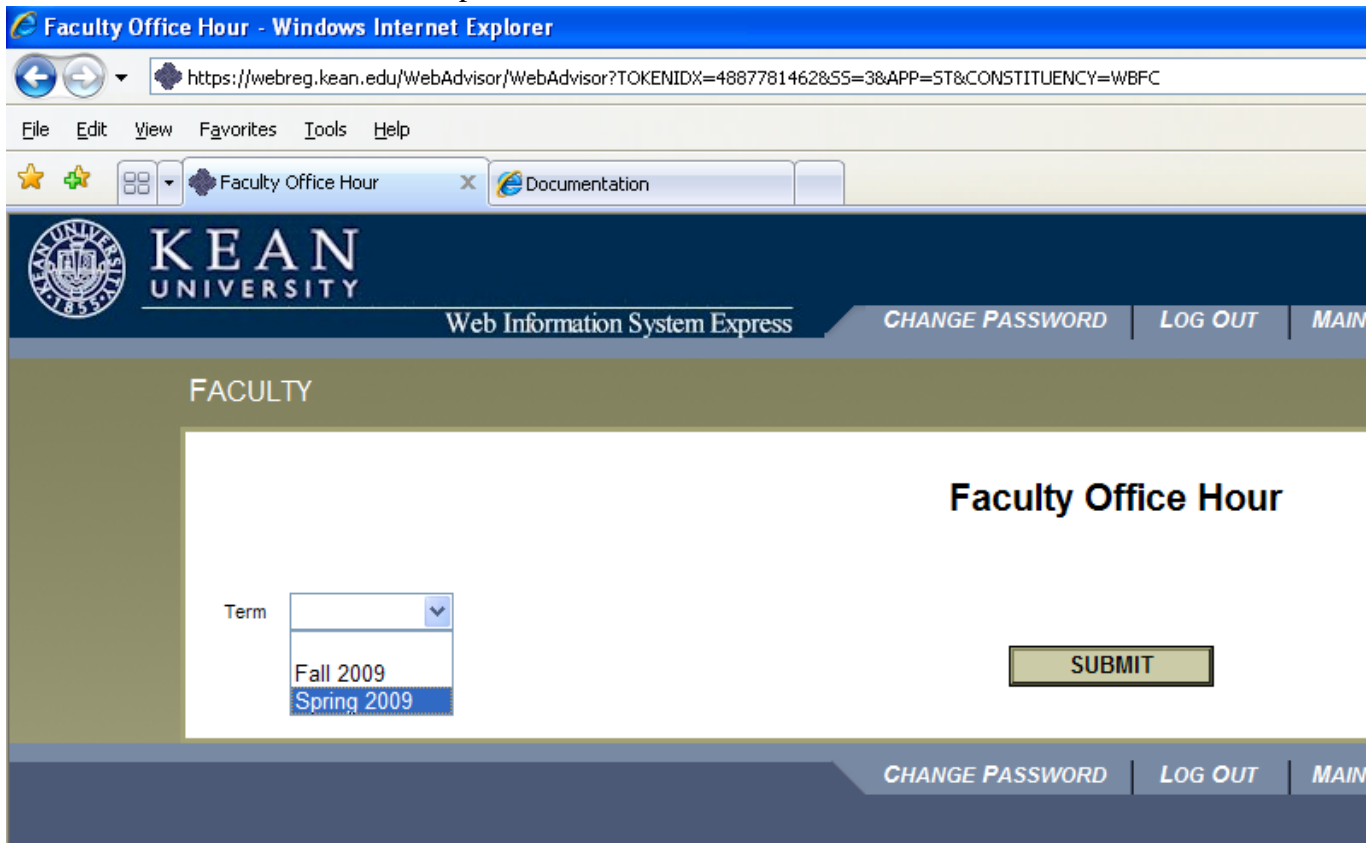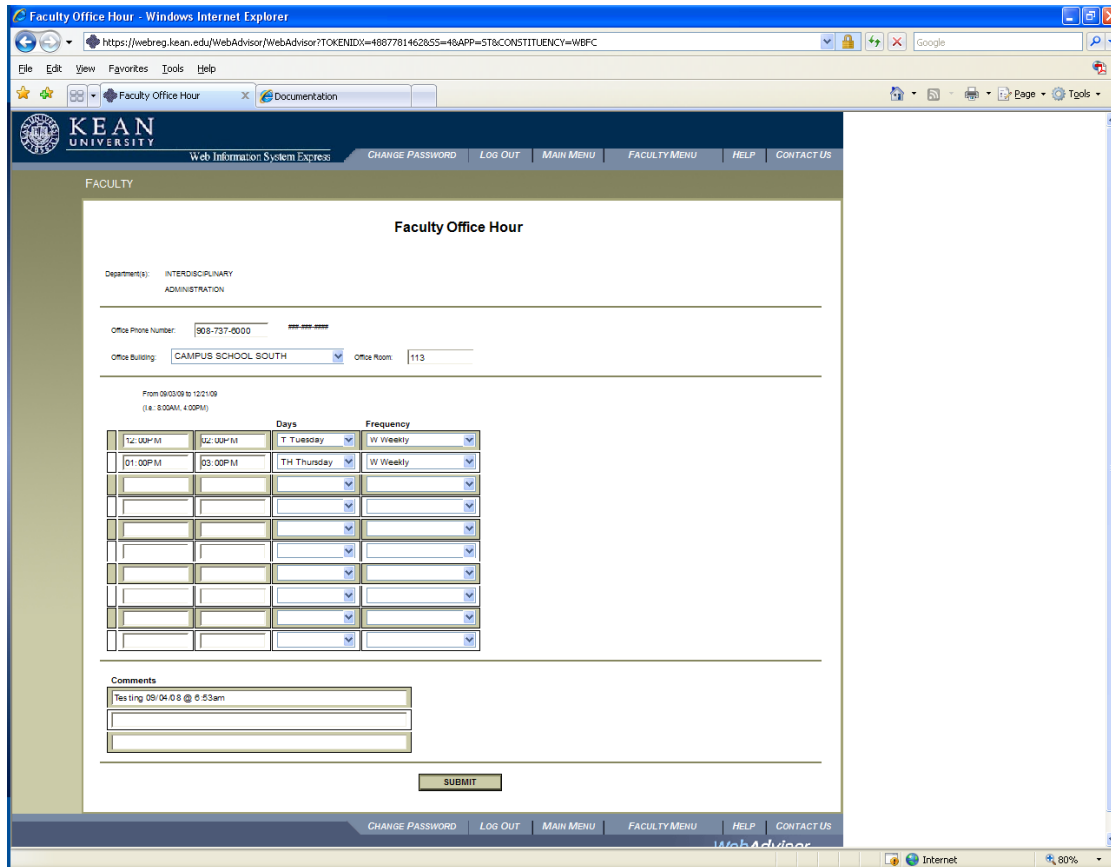- Select a term from the drop down menu and click submit.

- **Enter in the following information: (Sample Below)**
  - Office Phone Number
  - Office Building
  - Office Room
  - Office Hours
    - Start time
    - End Time
    - Day (select from the drop down menu)
    - Frequency = '**W**' (weekly)
  - General Comments (If applicable)

Make sure to click "Submit"

- The system will check for scheduling conflicts. If one is found, click okay and make the necessary changes and then click "Submit" again. The system will check for conflicts again.

- Enter any notes in the "Notes" column that you may have that deal with a particular day on the next screen.
- Make sure you click "Submit" regardless if you have added and "Notes" or not.
- The system checks again for any conflicts.

- You will see a final schedule the way the students will see it on KeanWISE.

- If you like you can print a copy of your office hour schedule.
  - Click on 'File' at the top of the screen.
  - Click on 'print'
  - Select the printer you wish to print to.
  - Click the "Print" or "Ok" button.
- Once you are finished working KeanWISE, make sure you properly logout of KeanWISE by click on "LOGOUT" at the top of the screen.

Once you have entered in all your information on the previous screens, the students who are in a class can view your Office Hours along with all their scheduled classes' faculty office hours once the student has logged into KeanWISE.