

## Faculty Office Hours - How to Set Appointment Availability

The instructions below can be followed to set up Faculty Office Hour availability for students to meet by Appointment only. It is recommended to set up separate blocks of availability if you would like to have Faculty Office Hours by both Appointment and Drop In.

[Log into Pathways](#) and choose the **My Availability** tab on your Staff Home page. Under Available Times, use the **Actions** button to **Add Time**.

The screenshot shows the Navigate360 Staff Home interface. At the top, there's a header with the Navigate360 logo, 'STUDENT SUCCESS', and icons for people, email, and a document. A search bar is on the right. Below the header, the 'Staff Home' title is centered. A navigation bar contains five tabs: 'Students', 'Appointments', 'My Availability' (highlighted with a red box), 'Appointment Queues', and 'Appointment Requests'. Below the tabs, the 'Available Times' section is visible. It features an 'Actions' dropdown menu (also highlighted with a red box) with three options: 'Add Time', 'Copy Time', and 'Delete Time'. Below the menu is a table with columns: 'WEEK', 'TIMES', 'DATES', 'LOCATION', and 'PURPOSE'. At the bottom right of the table, a message states: 'No available times have been added. To add a time, click the '+' button.'

In the box that pops up, select the **days** and **times** you are available. To set the same availability for the entire term, choose the **current term (Default Term)** for the length of time to be active.\* Then choose the **Appointments** option. (You'll be able to add additional days and times in a later step.)

*\*Note: if you choose **Forever**, then your availability will continue during and in between terms, as well as summer.*

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed **Thu** Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

If you would like to create a link that can be posted on Canvas or that you can send to your students that will direct them to view your drop-in times, select the box to **Add to your personal availability link**, as seen below:

**ADD AVAILABILITY**

When are you available to meet?

Mon Tue Wed **Thu** Fri Sat Sun

From 8:00am To 5:00pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?

Please select a duration

Add to your personal availability link?

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments Drop-ins Campaigns

Select the type of meeting (**In-person and/or Virtual**). *It is recommended to only choose one type to avoid having both in-person and virtual appointments at the same time.*

**ADD AVAILABILITY**

What type of availability is this?

Appointments Drop-ins Campaigns

Meeting Type

In-Person

**Virtual**

Location

Please select a location

Services

Please select services

URL / Phone Number

Special Instructions for Student

**B I** | : = > < | ↶ ↷

e.g. room 23, please bring paper

Cancel Save

Make the following selections from the **Care Unit**, **Location** and **Services** drop-down menus:

**ADD AVAILABILITY**

☐ Add this availability to your personal availability link?

What type of availability is this?

Appointments **Drop-ins** Campaigns

Meeting Type

**In-Person**

Care Unit

Faculty Office Hours

Location

Faculty Office: See Details

Services

**Office Hours/Student Meeting**

Add the course that you are teaching this semester. **Begin typing the subject and catalog number, including the hyphen.** The course you select needs to be the **exact SUBJECT and 4-DIGIT CATALOG NUMBER** as listed in PeopleSoft or your students will not be able to see your drop-in availability. *It is recommended to set up separate availability for each course you teach.*

Courses

comm-01

[COMM-0101 INTRO TO HUMAN COMMUNICATION](#)  
[COMM-0102 SURVEY OF BROADCASTING](#)  
[COMM-0103 BROADCAST JOURNALISM](#)  
[COMM-0104 PUBLIC SPEAKING](#)  
[COMM-0106 NEWS WRITING](#)  
[COMM-0107 NEWS EDITING](#)

ability from the create/edit availa

Action

I want

Issue

If you select Virtual meeting type, you can add a **URL**, such as your Zoom Personal Meeting ID (PMI) or phone number. This information will be sent to the student when they schedule the appointment.

ADD AVAILABILITY

What type of availability is this?

Appointments | Drop-ins | Campaigns

Meeting Type

Virtual

Care Unit

Please select a care unit

Location

Please select a location

Services

Please select services

URL / Phone Number

<https://pitt.zoom.us/j/1111111111>

Special Instructions for Student

B I : = > < ↶ ↷

e.g. room 23, please bring paper

Cancel Save

Add any **Special Instructions** you would like the students to see when they view your drop-in availability. The sample text you see here is included below in the *Tip* section if you would like to copy.

Special Instructions for Student

B I : = > < ↶ ↷

If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].

If you choose a virtual meeting, please make sure you are on your computer and signed into my.pitt.edu and use the provided zoom meeting URL.

Cancel Save

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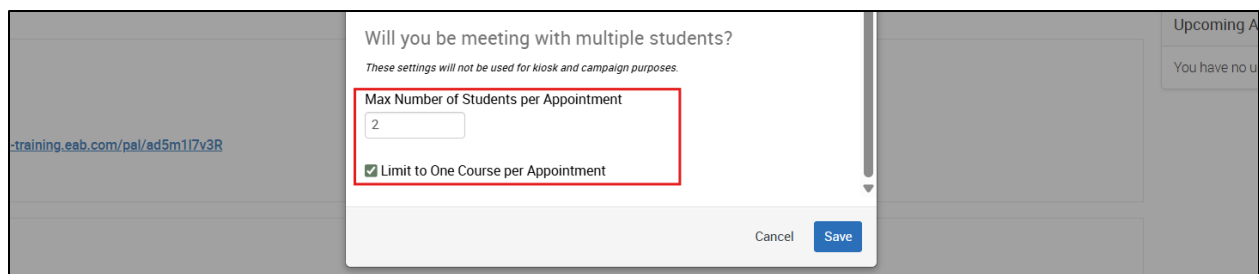
**Tip:** Include special instructions to provide the students with important information. You can also choose to add your specific course to this information as well so that students know that these office hours are only available to those enrolled in the specific course this availability is tied to.

If you choose an in-person meeting, we will meet in my office at [YOUR OFFICE LOCATION HERE].

If you choose a virtual meeting, please make sure you are on your computer and signed into my.nitt.edu and use the provided zoom meeting URI

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It is recommended to increase the **Max Number of Students per Appointment** to 2, and to check the box to **Limit to One Course per Appointment**.



The screenshot shows a modal window titled "Will you be meeting with multiple students?" with a subtext "These settings will not be used for kiosk and campaign purposes." Inside the modal, there is a section labeled "Max Number of Students per Appointment" with a text input field containing the number "2". Below this, there is a checkbox labeled "Limit to One Course per Appointment" which is checked. At the bottom right of the modal are "Cancel" and "Save" buttons. The background shows a blurred view of the Canvas LMS interface with a URL "training.eab.com/pal/ad5m117v3R" and a sidebar with "Upcoming A" and "You have no u".

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**Note:** By default, when students schedule an appointment, they are scheduling for a 15-minute meeting (see image below). When you increase the Max number of students per appointment to "2" it means that you could have 2 students schedule in the same 15-minute window.

In this example, there were already 2 students who scheduled separately for the 9:00-9:15 AM meeting, so now students are only shown 3 appointment options for Aug 27<sup>th</sup>.

FACULTY OFFICE HOURS

OFFICE HOURS/STUDENT MEETING

MICHAEL BRUBAKER

GENERAL CHEMISTRY 1

MB

**Michael Brubaker**  
Faculty Office: See Details

Tue, Aug 27th

9:15 - 9:30 AM

9:30 - 9:45 AM

9:45 - 10:00 AM

Tue, Sep 3rd

9:00 - 9:15 AM

9:15 - 9:30 AM

9:30 - 9:45 AM

9:45 - 10:00 AM

Click the **Save** button.

Cancel

Save

To **add additional availabilities**, select the checkbox beside the time you have created, and use the Actions drop-down to **Copy** this time. You can also use the blue **Edit** link to edit a specific block. You can have as much availability as you need.

**Staff Home**

Students

Appointments

**My Availability**

Available Times

Actions

| <input checked="" type="checkbox"/> | DAYS OF WEEK | TIMES           | DATES                 | LOCATION                    | PURPOSE                                               | CARE UNIT            |
|-------------------------------------|--------------|-----------------|-----------------------|-----------------------------|-------------------------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | Mon, Fri     | 8:00am - 5:00pm | Spring Term 2025-2026 | Faculty Office: See Details | COMM-0205, Office Hours/Student Meeting For: Drop-Ins | Faculty Office Hours |

## Staff Home ▾

[Students](#)[Appointments](#)[My Availability](#)

### Available Times

**Actions ▴**

Add Time

Copy Time

Delete Time

Add to Personal Link

Remove from Personal Link

| TIMES           | DATES                 | LOCATION                    | PURPOSE                                               | CARE UNIT            |
|-----------------|-----------------------|-----------------------------|-------------------------------------------------------|----------------------|
| 8:00am - 5:00pm | Spring Term 2025-2026 | Faculty Office: See Details | COMM-0205, Office Hours/Student Meeting For: Drop-Ins | Faculty Office Hours |

**Note: If you teach more than one class you will need to create separate availability for each class.**