Entering Office Hours in Web for Faculty

This job aid will outline the steps you need to take to enter your office hours in Web for Faculty.

1. Login to my CNM
   a. Type in your User Name and Password
   b. Click Login

2. Select the “Instruction” tab
3. Select “click here to access the Faculty Menu”

4. Select “Term Selection”

Faculty Menu - to exit from any form click RETURN TO MENU in the
5. Using the drop down menu “Select a Term” choose the current term and click on Submit

Select Term

Select the specific term you want to access from the pull-down list below. Then, click Submit.

Select a Term: **SPRING 2010**

Submit

RELEASE: 8.1

6. Select Faculty Schedule

Faculty Menu - to exit from any form click RETURN TO MENU in the

- **Term Selection** - select the term you want to access
- **CRN Selection** - select the class you want to access
- **Registration Overrides** - approve registration overrides for your class(es)
- **Summary Wait List** - view registration waitlists for your class(es)
- **Class List** - view and/or download your class roster
- **Drop Students** - drop students for nonattendance
- **Final Grades** - enter final grades for your class(es)
- **Faculty Schedule** - view your instructional schedule for a selected term
- **Faculty Schedule All Terms** - view your instructional schedule history

RELEASE: 8.2.1
7. Under Office Hours click on the “Add” hyperlink

8. Fill out the Office hours form (for each CRN)
   a. Enter the hours (using standard military time) in the From Time and To Time boxes (If you do not hold office hours, then use hours From: 0000 To: 0001)
   b. Select the appropriate days (leave blank if you do not have office hours)
   c. Select a contact number (leave as none if you do not have office hours)
   d. Type in the location where you will hold office hours (type NOH for No Office Hours)
   e. Add the From Date and To Date
   f. Click the Display check box
   g. Click the Submit button