Step 1: Log in to Northwest Success 360 (available through all classes in Northwest Online or the Bearcat log in page)

Step 2: You must complete these three things before you set up your office hours:

- Be sure your profile, appointment, and notification preferences are up to date.
- You need to add your office location for students to make appointments.
- For your calendar to work, you must have synced your outlook calendar with 360, by checking this box under Email Notifications.
Step 3: click on *Appointments* under the drop down arrow, and then choose the Office Hours button.

Step 4: Once you click “Office Hours” a box will appear. Complete the form (including recurrence, if applicable) by typing or clicking the appropriate boxes, and then click “Submit”.

Tips:

- It is often easier to set up your office hours in time chunks that you work, such as MWF mornings. Repeat step 4, as needed for each time chunk.
- To set a specific start and end date such as the beginning and end of a semester, click on the “Start/End” tab at the bottom of the form.
Step 5: After entering office hours, the office hours will show in both Northwest Success 360 and Outlook 365. Please allow approximately 10 minutes for office hours/appointments to appear in Outlook. You will likely also receive an email calendar request. You will need to accept these.

Northwest Success 360 view:

Outlook 365 view:

January 16 - 20, 2017

Calendar - ASTRONG@nwmissouri.edu

MONDAY TUESDAY WEDNESDAY THURSDAY

16 17 18 19

Office Hours 2930 Colden Hall Starfish Calendar

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For more information on Northwest Success 360, visit http://www.nwmissouri.edu/academics/success360/faculty.htm

For questions or feedback, contact the Student Success Center at studentsuccess@nwmissouri.edu or 660-562-1695