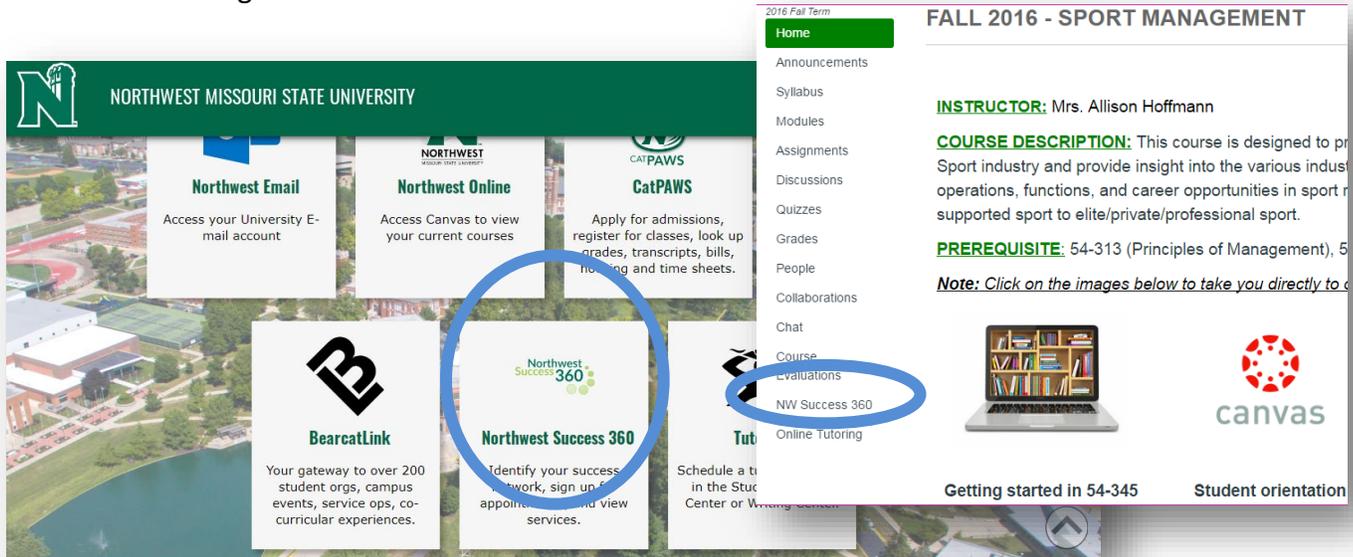




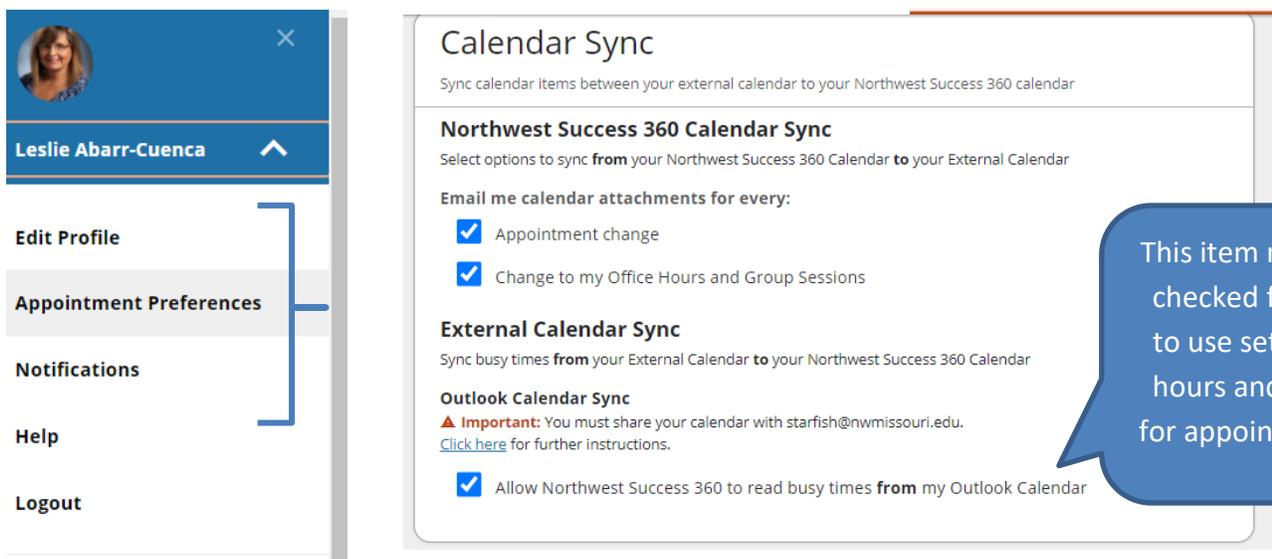
Creating office hours in Northwest Success 360

To begin, log-in to Northwest Success 360, always available through the Bearcat Log-in page or in the Northwest Online navigation bar

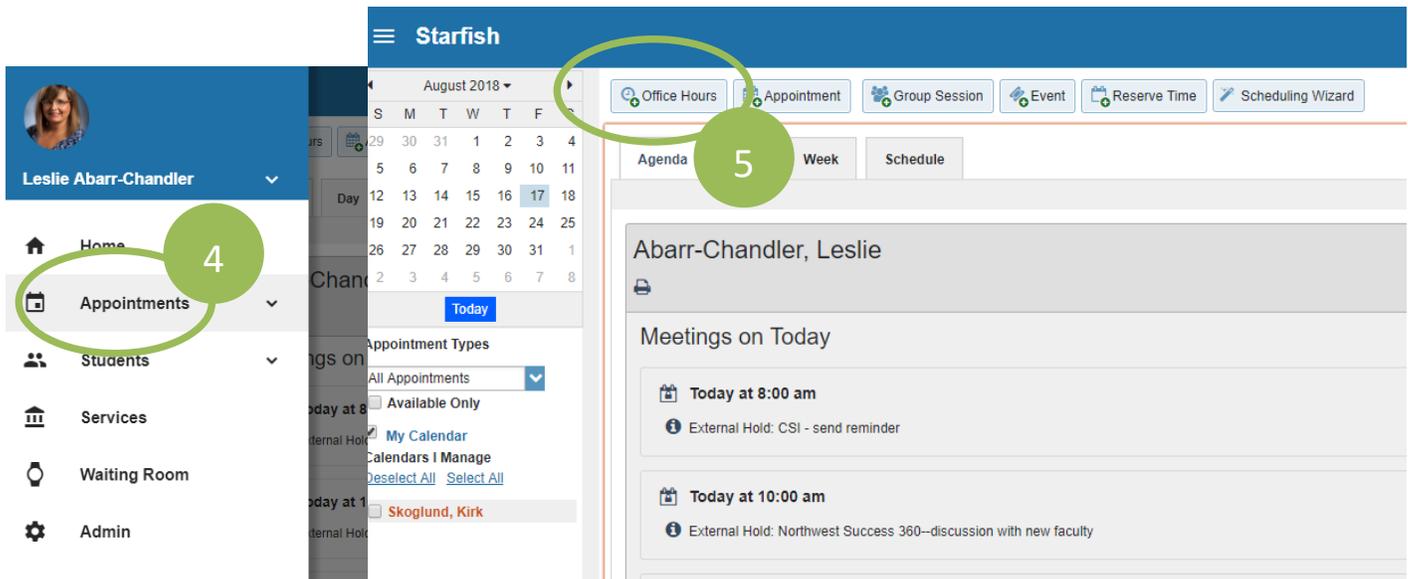


You must complete these three things before you set up your office hours. All are accessible through the drop down by your name:

1. **Allow Northwest Success 360 to sync with your Outlook calendar.** This is accomplished through the **Calendar Sync** box, under the Appointment Preferences option.
2. **Add your office location(s)** for students to make appointments in the **My Locations** box, under Appointment Preferences.
3. **Update your profile, appointment, and notification preferences.**



- Choose **Appointments** on the main drop down menu.
- Click the **Office Hours** button on the top left.



- 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 similar time chunks, such as MWF mornings. Repeat step 6, 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

The screenshot shows the 'Add Office Hours' form. At the top right, there are 'Never Mind' and 'Submit' buttons. The form fields are as follows:

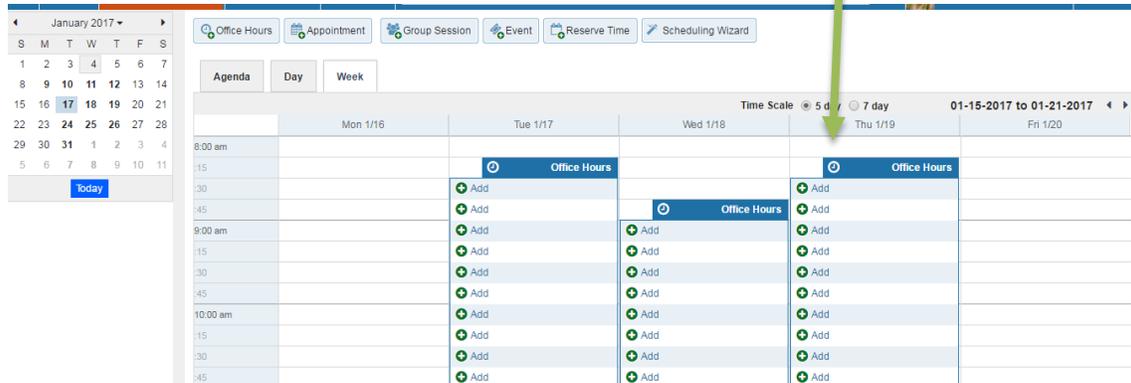
- Title:** Office Hours
- What day(s)?** Weekly (dropdown), Repeats every 1 week(s) (dropdown). Repeat on: Mon Tue Wed Thu Fri Sat Sun
- What time?** Enter Start Time to Enter End Time
- Where?** Note: You may select more than one location to give students a choice.
 - 2930 Colden Hall
 - Starbucks (Starbucks in BD Owens Library)
 - MOERA
 - Ballroom - Student Union
- Office hours Type:** Scheduled And Walk-ins (dropdown). Note: Take either scheduled appointments or walk-ins
- How long?** 15 minutes (dropdown) minimum appointment length, 15 minutes (dropdown) maximum appointment length
- Appointment Types:** Select the types of meetings you will have in these office hours.
 - Advising
 - General Appointment
 - Teaching

At the bottom, there are tabs for 'Instructions' and 'Start/End Date'. At the very bottom, there are 'Never Mind' and 'Submit' buttons.

7. After entering or changing office hours, **you will likely receive a calendar request** through Outlook. You will need to accept these, as you would any other meeting. Office hours will show in both Northwest Success 360 and Outlook. Please allow approximately 15 minutes for office hours/appointments to appear in Outlook.

TIP: To make changes to your office hours after they are created, hover over the clock with your mouse, and choose edit in the pop-up box.

Northwest Success 360 view:



Outlook 365 view:



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