

# Using Office Hours in Creighton Connect

A faculty or staff member can add office hours in Creighton Connect so students can schedule appointments online.

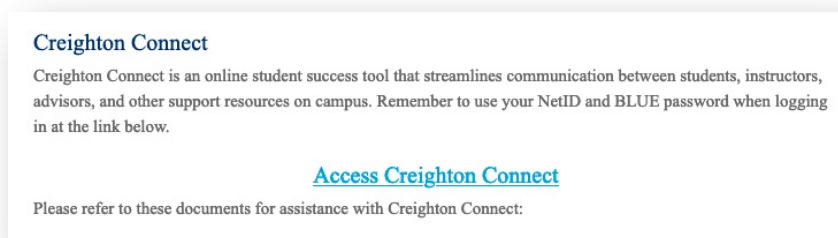
## Why would I put my office hours in Creighton Connect?

Using Creighton Connect makes it easy for students to schedule appointments to meet with faculty and staff. Within the options one can choose to limit office hours by appointment only or allow for students to drop in as well. Additionally, a professional can enter notes after the meeting to track conversations or exchange information with colleagues or student support areas.

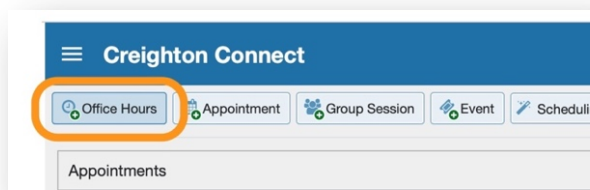
## Setting up Office Hours

Setting up office hours in Creighton Connect

1. Visit the Creighton Connect home page: [www.creighton.edu/creightonconnect](http://www.creighton.edu/creightonconnect)
2. Click on **Access Creighton Connect** link



3. Log in with your **NetID** and Blue Password
4. On the Creighton Connect **Home** page click on the **Office Hours** Button along the **Top Menu**.



5. In the pop-up **Office Hours** window there are several fields to walk through.
  - a. **Title** – The default name is “Office Hours.” You can change the name.
  - b. **What day(s)?** - You have the option make this a series the occur weekly, daily, etc. The default is weekly. Additionally, you can set how weeks the office hours repeat and the days of the week that they occur. Changing from Weekly will change the other options.

- c. **What time?** - Set the start time and end time of your availability
- d. **Where?** – The default location will be your assigned office.
- e. **Office hours type** – Three options. Scheduled appointments only, Walk-in appointments only or Scheduled and Walk-ins
- f. **How long?** – Set how long each appointment is scheduled to last
- g. **Appointment Types** – Depending on your role you will see different options
- h. **Instructions** – You can provide instructions to students when they sign-up for an appointment
- i. **Start/End Date** – You can set a start and end date. For example, if you are setting up office hours for the fall or spring semesters vs. on-going appointment time for advisees.

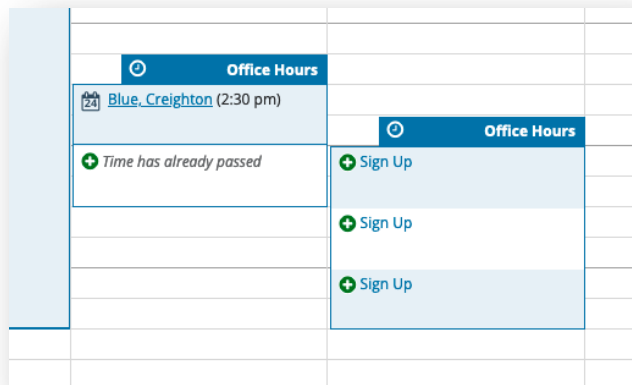
The screenshot shows the 'Add Office Hours' form with the following fields and annotations:

- A** points to the **Title** field, which contains 'Office Hours'.
- B** points to the **What day(s)?** field, which is set to 'Weekly' and 'Repeats every 1 week(s)'. Below it are radio buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- C** points to the **What time?** field, which has 'Enter Start Time' and 'Enter End Time' input boxes.
- D** points to the **Where?** field. It includes a note: 'You may select more than one location to give students a choice.' and two options:
  - <https://creighton.zoom.us/my/>  
Copy and paste the link into your browser to join the meeting room.
  - L28o  
Check in at the EDGE Office front desk
- E** points to the **Office hours Type** dropdown menu, which is set to 'Scheduled And Walk-ins'.
- F** points to the **How long?** field, which has two dropdown menus for 'minimum appointment length' and 'maximum appointment length', both set to '15 minutes'.
- G** points to the **Appointment Types** section, which says 'Select the types of meetings you will have in these office hours.' and includes checkboxes for:
  - Academic Advising
  - Pre-Health Advising
  - SPAHP - Distance Pharmacy
  - EDGE 120/EDGE 130
  - Pre-Law Advising
  - Teaching
- H** points to the **Instructions** and **Start/End Date** tabs. The **Instructions** tab is active, showing a text area with the placeholder text 'These will be sent to anyone who makes an appointment.'.
- I** points to the **Start/End Date** tab.

At the bottom of the form, there is a legend for required fields (marked with a red asterisk) and two buttons: 'Never Mind' and 'Submit'.

When you are ready, click the **Submit** button.

Your office hours will now show in the **Appointments** page.



Your students and advisees who will be able to view and schedule through open meeting times when they use the **Schedule** option in Creighton Connect.

## Entering Notes After a Student Appointment

The Outcomes feature in Creighton Connect is an easy way for advisors and instructors to summarize a student appointment. The feature allows staff and faculty to record when the meeting took place, write a short summary of what was covered and even use the feature called Speednotes to quick enter the topics that were discussed without taking too much time.

### Notes in Creighton Connect and FERPA

When you enter a note into Creighton Connect what you write is listed as **Disclosable under FERPA**. This means that if a student requests a copy of their student record from the university at any point in time, the notes that you enter into the system will be shared with them.

This disclosure under FERPA also includes communications about the student in the form of emails or even text messages. This disclosure is limited by certain, specific types of information. One example is a "Sole Possession Note." This is a note that a faculty member might make in a notebook and are only used for their own reference and never shared. These are not disclosable under FERPA.

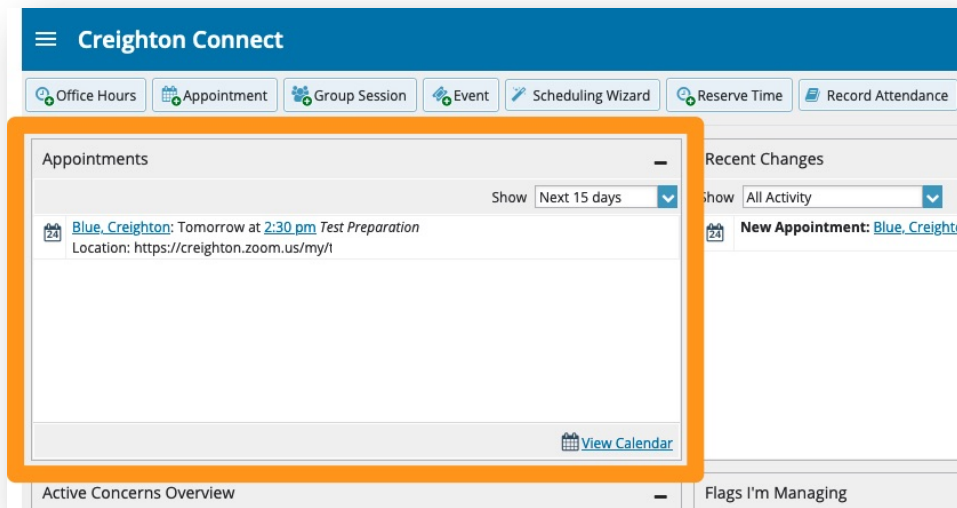
It is considered best practice to write your notes as objectively as possible, assuming that at any point the student can read them.

To learn more about FERPA disclosures and best practice visit the registrar's website:

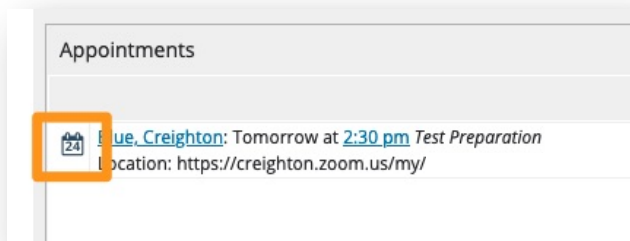
<https://www.creighton.edu/registrar/confidentialityprivacyferpa/>

## How to Enter a Note using Outcomes after a Student Appointment

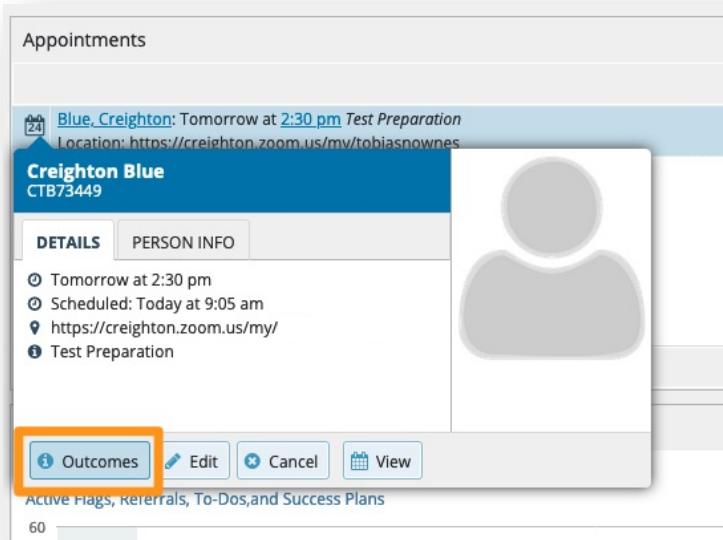
6. Access Outcomes appointments listed on the **Home** page in the **Appointments** block



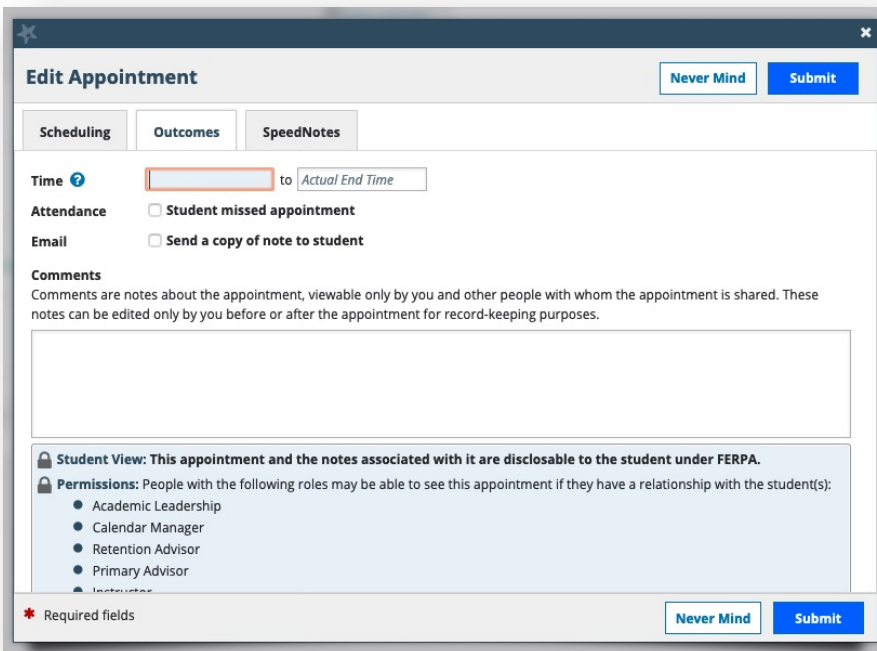
7. **Mouseover** the **Calendar Icon** next to the student's name in the Appointments block



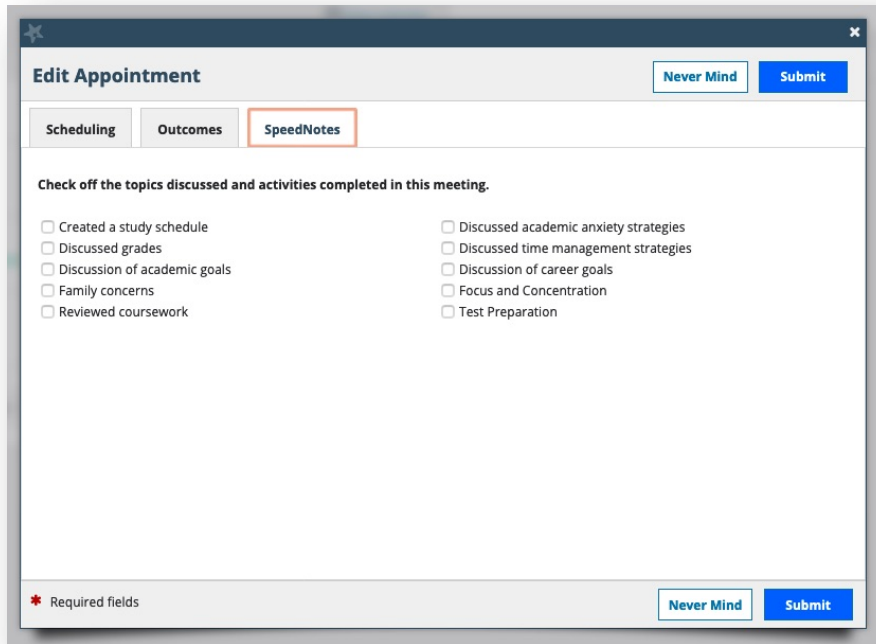
8. In the small window that appears click on the **Outcomes** button



9. In the Appointment pop-up window enter the time of the meeting. You can also indicate if the student missed the appointment.
10. Check the box if you want the student to get an email copy of the meeting notes
11. In the **Comments** section you can enter your notes from the meeting



12. Under the **SpeedNotes** tab you have several checkboxes for common topics that faculty cover during appointments with students if you do not have time to enter a full note. These options are based on the appointment type that was created.



The screenshot shows a web interface titled "Edit Appointment". At the top right, there are two buttons: "Never Mind" and "Submit". Below the title, there are three tabs: "Scheduling", "Outcomes", and "SpeedNotes", with "SpeedNotes" being the active tab. The main content area contains the instruction "Check off the topics discussed and activities completed in this meeting." followed by a list of ten checkboxes arranged in two columns:

- Created a study schedule
- Discussed grades
- Discussion of academic goals
- Family concerns
- Reviewed coursework
- Discussed academic anxiety strategies
- Discussed time management strategies
- Discussion of career goals
- Focus and Concentration
- Test Preparation

At the bottom left, there is a red asterisk icon followed by the text "Required fields". At the bottom right, there are two buttons: "Never Mind" and "Submit".

13. Click the **Submit** button when you are done.

## Need Technology Assistance?

Contact the DoIT Service Desk - Mon-Fri, 8:00 AM to 5:00 PM

Call (402) 280-1111 or 800-329-1011 or Email the Faculty/Staff Service Desk at [servicedesk@creighton.edu](mailto:servicedesk@creighton.edu)