

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

A screenshot of a "Secure Access Login" form. It has a title "Secure Access Login" at the top. Below it are two input fields: "User Name:" and "Password:". The "User Name:" field has a red box around it and a blue link "Find your username" below it. The "Password:" field has a red box around it and a blue link "Forgot your password?" below it. At the bottom are two buttons: "Login" and "Cancel". Below the buttons is a blue link "Alternative Login for Screen Readers".

2. Select the "Instruction" tab

A screenshot of the my CNM user interface. At the top left, there are links for "My Account" and "Content Layout". To the right, it says "Welcome ELEANOR M RADIUS" and "You are currently logged in." Below this is a navigation bar with tabs: "Welcome", "Tutorial", "My Tab", "Instruction", and "My". The "Instruction" tab is highlighted with a red box. Below the navigation bar is a "SharePoint Support" section with a title bar containing window control icons. The text in the section reads: "If you need training on implementing or developing a SharePoint site, call Organizational Learning at Ext. 4400. If you need to troubleshoot issues on your SharePoint site, call the ITS Support Desk at Ext. 4357 or e-mail helpdesk@cnm.edu."

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



[My Account](#)
[Content Layout](#)

Welcome **ELEANOR M RADIUS**
You are currently logged in.

Welcome Tutorial My Tab **Instruction** My Courses Students Registration/Grades Finance

SharePoint Support
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Web for Faculty
Click here to access the Faculty Menu
CNM faculty have access to student records that contain confidential information. By entering the Web for Faculty system, you agree to comply with CNM's Access to Student Academic Records policy and the Family Educational Rights and Privacy Act (FERPA). Information is available in CNM's catalog and at www.cnm.edu/depts/ferpa
[Faculty Leave Request Form](#)

Notices to Faculty
[Faculty First Day Memo](#)

4. Select “Term Selection”



Back to
Instruction Tab

Student **Faculty Services** Employee Personal Information

Search Go

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

- Using the drop down menu "Select a Term" choose the current term and click on Submit



Back to
Instruction Tab

Student **Faculty Services** Employee Personal Information

Search Go

Select Term

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

Select a Term:

Submit

RELEASE: 8.1

- Select Faculty Schedule



Back to
Instruction Tab

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Search Go

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



Back to Instruction Tab

Student **Faculty Services** Employee Personal Information

Search

Faculty Detail Schedule

FIN LITERACY COMPL - 83497 - FIN 1010 - 51

Status: ACTIVE
Available for Registration: Nov 09, 2009 - Feb 08, 2010
College: BUSINESS & INFO TECHNOLOGY
Department: No department designated
Part of Term: 105
Course Credits: 3.000
Course Levels: UNDERGRADUATE
Campus: OFF CAMPUS
Override: No
Syllabus: [Add](#)
Rosters: [Classlist](#)
Office Hours: Add

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 for the course, then indicate by putting NOH in the 'From Time' box.)
- b. Select the appropriate days
- c. Select a contact number
- d. Type in the location where you will hold office hours
- e. Add the From Date and To Date
- f. Click the Display check box
- g. Click the Submit button



Back to Instruction Tab

E-mail
 Calendar
 Groups
 Logout

CRN: 83497

Scheduled Meeting Times

| Type | Time | Days | Where | Date Range | Schedule Type | Instructors |
|-------|------|------|-------|-----------------------------|---------------|-----------------------|
| Class | TBA | TBA | | Feb 01, 2010 - May 01, 2010 | LECTURE | ELEANOR M. RADIUS (P) |

Office Hours

| From Time (0000-2359) | To Time (0000-2359) | Day of the Week M T W F S U | Contact Number | Location | From Date (MM/DD/YYYY) | To Date (MM/DD/YYYY) | Display |
|--------------------------|------------------------|---|----------------|----------------------|---------------------------|-------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | None | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | None | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | None | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Copy To:

Submit

Reset