

Entering Office Hours in the Cav Center

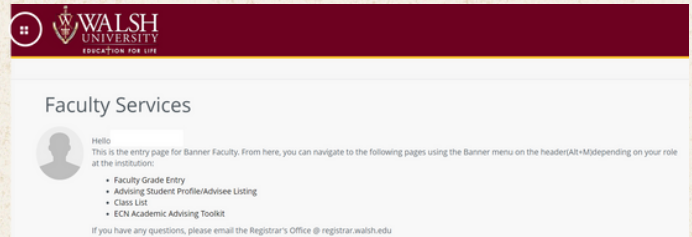
NOTE: It is optional to list your office hours in Banner.

1. Log in to the MyWalsh Portal

- Click on **Cav Center** in the top right corner
- Click on **Faculty & Adjuncts** file



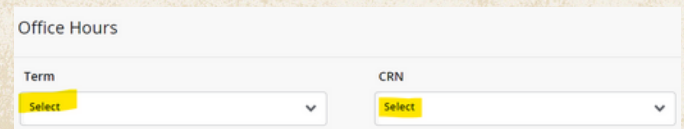
2. Select the 4 squares in the top left corner of your faculty services dashboard



3. Select Banner > Faculty and Advisors > Office Hours



4. Select the Term and CRN for your course and click submit



5. Fill in the appropriate information as shown below:

Office Hours										
From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display	Delete		
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
12/01/2022	12/06/2022	08:00	06:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Business 330...	farrell-hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>		