

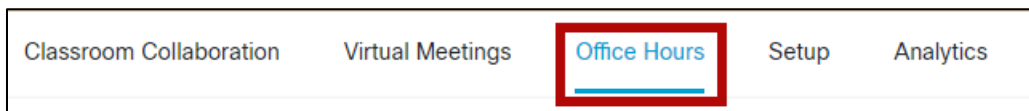
Blackboard – Webex – Setting Up Office Hours

Instructors can schedule office hours via Webex in Blackboard. Office Hours are scheduled times when students can meet with an instructor. In Webex, the instructor sets their availability and indicates the times when students can meet with them. The set office hours apply to every course where the instructor is listed as the instructor. If there are multiple instructors for a course, students must choose which instructor to schedule a meeting with.

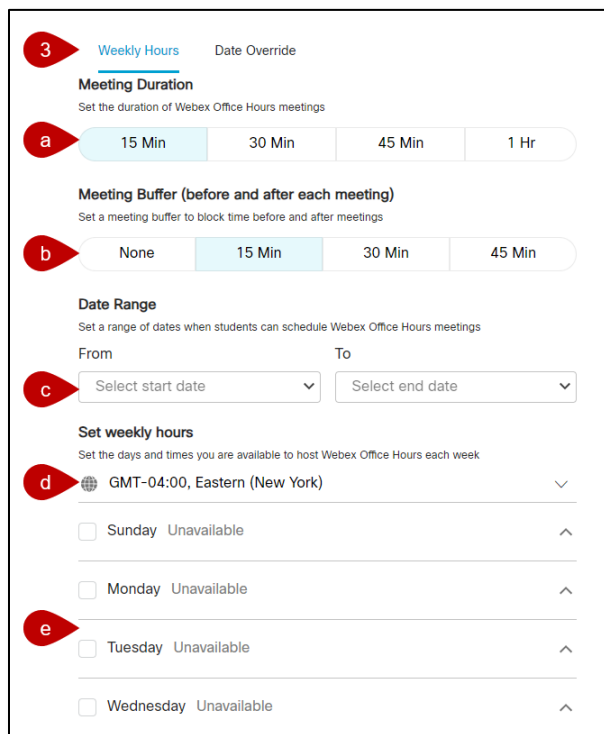
Set Office Hours

Before setting up Office Hours, Instructors must add Webex to their course. If this hasn't been done previously, view the handout "[Webex – Blackboard – Setting up Webex in Blackboard](#)".

1. In Blackboard, access a course, then open *Webex*.
2. Select the **Office Hours** tab at the top of the page.



3. Under the *Weekly Hours* tab, choose the following options.
 - a. **Meeting Duration** – Set how long each meeting will last.
 - b. **Meeting Buffer** – Choose the amount of time allowed before and after each meeting.
 - c. **Date Range** – Choose the date range where students can schedule meetings.
 - d. **Time zone** – Set the time zone for the office hours meetings. The time zone will apply to all courses where office hours are enabled.
 - e. **Set weekly hours** – Choose the days and times you are available each week.

A screenshot of the 'Weekly Hours' configuration page in Blackboard Webex. The page has a red circular icon with the number '3' in the top left corner. The page is titled 'Weekly Hours' with a 'Date Override' link. Below the title, there are four sections: 'Meeting Duration' with options '15 Min', '30 Min', '45 Min', and '1 Hr'; 'Meeting Buffer (before and after each meeting)' with options 'None', '15 Min', '30 Min', and '45 Min'; 'Date Range' with 'From' and 'To' date pickers; and 'Set weekly hours' with a time zone dropdown set to 'GMT-04:00, Eastern (New York)' and a list of days from Sunday to Wednesday, each with an 'Unavailable' checkbox. Red circular callout letters 'a' through 'e' are placed next to the '15 Min' duration, '15 Min' buffer, 'Date Range' pickers, the time zone dropdown, and the 'Tuesday' checkbox respectively.

4. Select **Save** at the bottom of the page.

NOTE: When a student schedules a time to attend office hours, that appointment isn't available to anyone else in the instructor's courses. The instructor will receive an email with the meeting link and see the meeting in your *Upcoming Meetings* list on the *Webex* site.

Date Override

The *Date Override* feature allows instructors to change their availability on specific dates. Availability can be blocked for an entire date, or time intervals can be removed from or added to a date.

1. On the *Office Hours* tab, select the **Date Override** tab.
2. Select a **date** and use the options below to change the availability for that date:
 - a. **Available on this day?** – Toggle on to modify the availability for this date.
 - b. **Trash Icon** – Select the trash icon to delete an existing time interval to block that time.
 - c. **Add Availability** – Select to add a new time interval for the specified date.

The screenshot shows the 'Date Override' tab selected, indicated by a red callout '1'. Below the tab, the text 'Date override' is followed by the instruction 'Add dates when your availability is different than your weekly hours'. A 'Select Date' dropdown menu is shown with a red callout '2' pointing to it, displaying 'Jul 21, 2023'. Below this, the 'Available on this day?' toggle is turned on, with a red callout 'a' pointing to it. Underneath the toggle, two time interval dropdowns are shown: '09:00 am' and '05:00 pm', with a red callout 'b' pointing to a trash icon between them. At the bottom, a '+ Add availability' button is highlighted with a red callout 'c'.

3. Select **Save**.

NOTE: There can be a maximum of 50 future date overrides. Office hours meetings scheduled before an override is set will remain scheduled. If needed, reschedule the meeting on Webex.