Office hours are an important component of students’ learning experiences. They are a good way for students to check in with their professors for several reasons: check on their progress, get study ideas, seek professional guidance, and so on.

Do
• Select an easy to use technology
• Be online for the scheduled live sessions
• Use asynchronous methods (email/discussion board) besides live sessions
• Have breakout rooms to discuss confidential information

Don’t
• Skip a session without notice
• Discuss grades in the main room where others can join
• Share FERPA-protected information with anyone else besides the student

Consider
• Use not just a mic but also a webcam so students can see you
• Offer online office hours on various days/times to enhance availability
• Be available also by appointment outside the set schedule if needed

Communicate
• Provide clear instructions
• Promote your office hours in syllabus, Blackboard, and via email
• Set ground rules for online office hours (such as privacy)

Motivate
• Be welcoming and encouraging
• Invite students to join throughout the semester
• Reach out to particularly at-risk students to attend

Resources
• Online Office Hours via Bb Collaborate
• Options for Virtual Office Hours
• 6 Ways to Move to Virtual Office Hours
• Sample Virtual Office Hours Info/Policy

CLICK THIS LINK TO VIEW THE GRAB-N-GO VIDEO