



KEAN

WORLD-CLASS EDUCATION

Instruction Manual for Faculty Office Hour Changes in location modality

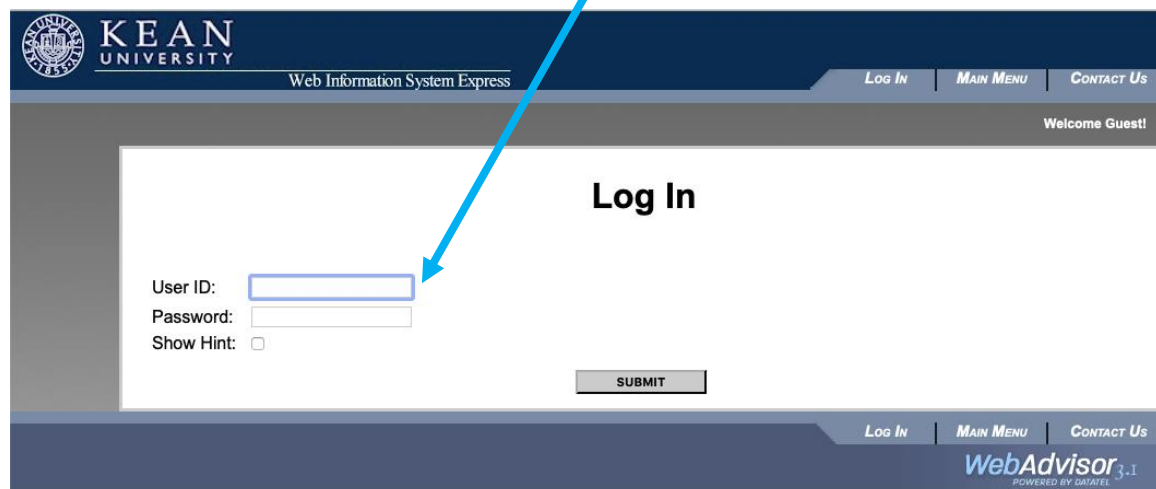
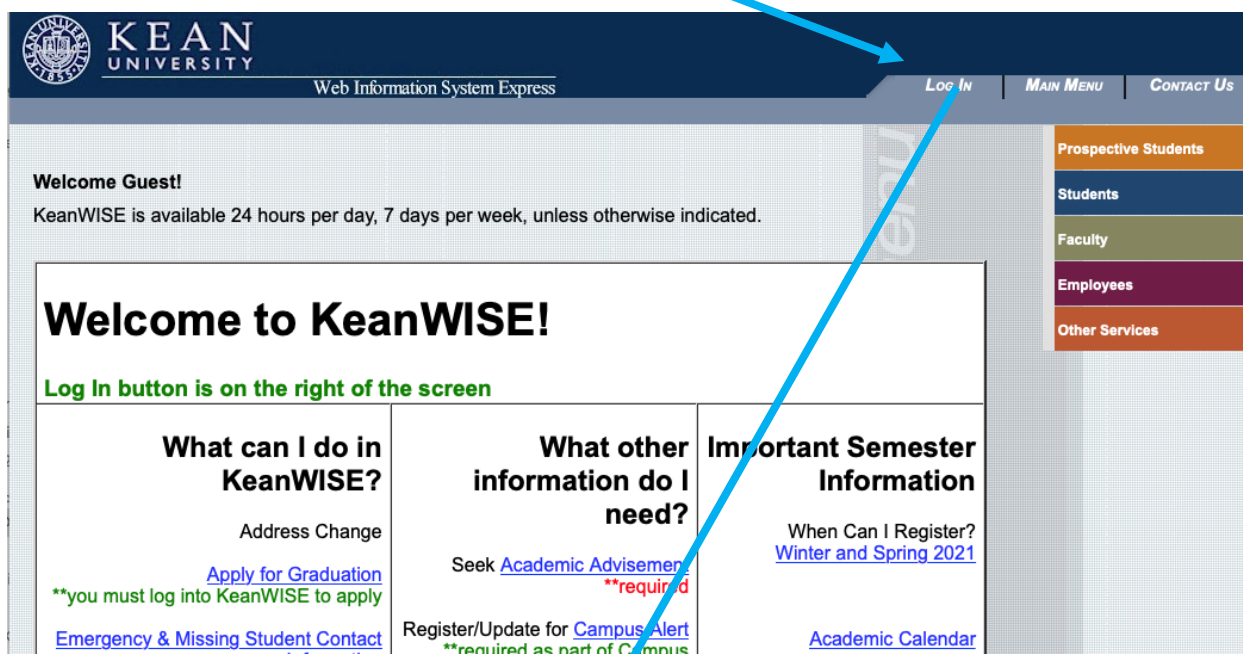
INSTRUCTIONS FOR ENTERING REVISION INTO KEANWISE

How to update Faculty Office Hours in KeanWISE once all instruction modalities have switched to remote (REM)

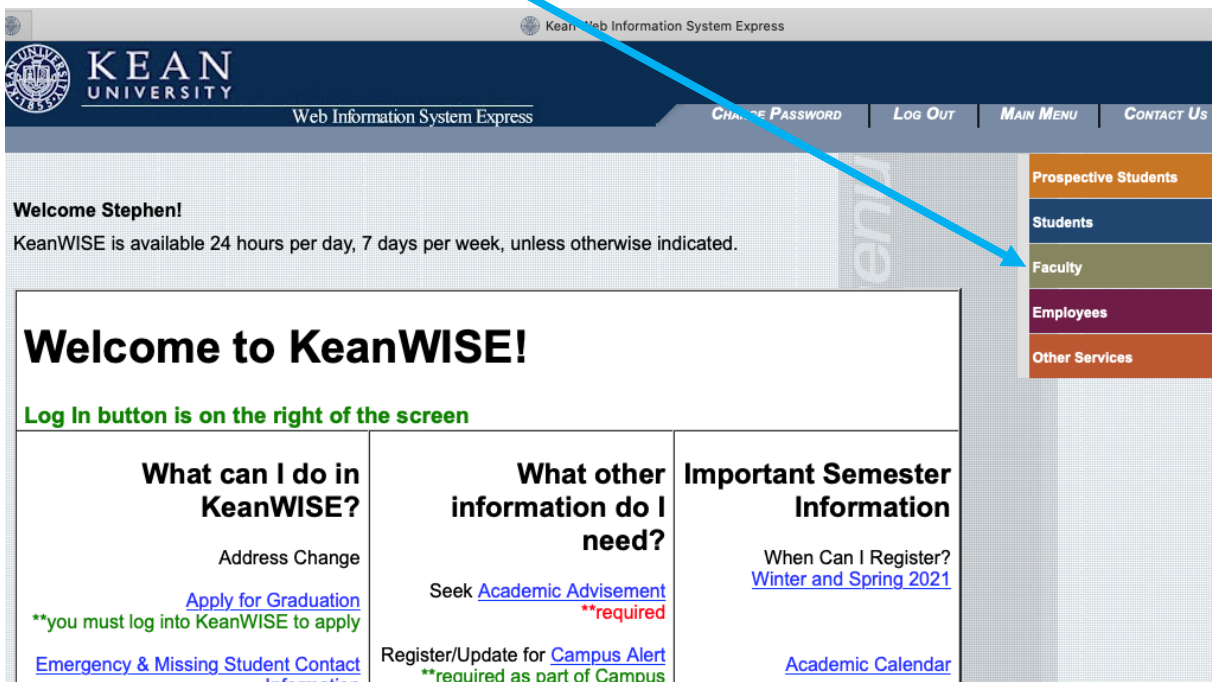
Once the university has decided all instruction should be Remote or Online, faculty who were teaching Face-to-Face (F2F) or Hybrid (HYBR) and had any physical, face-to-face office hours, will need to update them in KeanWISE to reflect that all office hours for the duration of the semester will be Remote (REM).

To update your office hours to remote in KeanWISE, please do the following:

- Log into your [KeanWISE](#) account



- Go to the Faculty Menu.



Kean Web Information System Express

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Welcome Stephen!
KeanWISE is available 24 hours per day, 7 days per week, unless otherwise indicated.

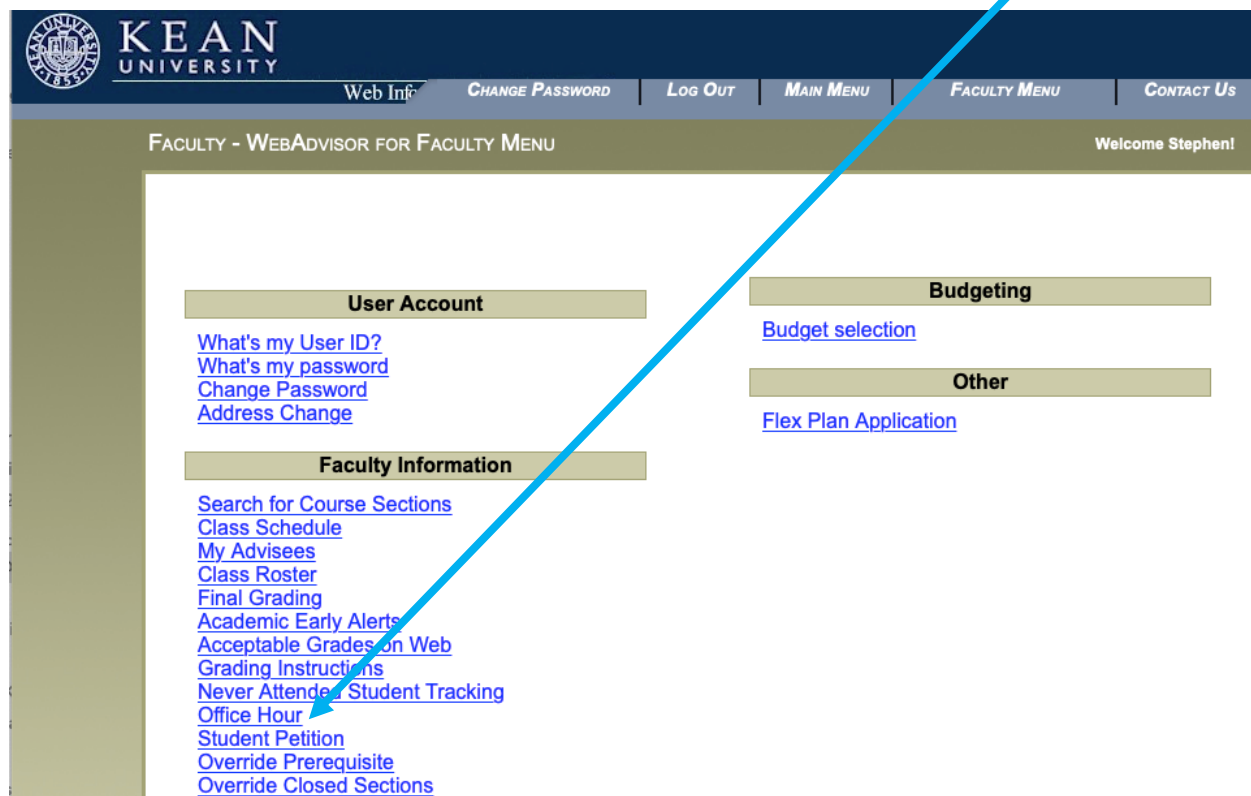
Welcome to KeanWISE!

Log In button is on the right of the screen

What can I do in KeanWISE? Address Change Apply for Graduation **you must log into KeanWISE to apply Emergency & Missing Student Contact Information	What other information do I need? Seek Academic Advisement **required Register/Update for Campus Alert **required as part of Campus	Important Semester Information When Can I Register? Winter and Spring 2021 Academic Calendar
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Prospective Students
Students
Faculty
Employees
Other Services

- Under the Faculty Information Menu click on the Office Hour Link.



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FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Stephen!

User Account What's my User ID? What's my password Change Password Address Change	Budgeting Budget selection
Faculty Information Search for Course Sections Class Schedule My Advisees Class Roster Final Grading Academic Early Alerts Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition Override Prerequisite Override Closed Sections	Other Flex Plan Application

- On the Office Hour screen click on the **Create Faculty Office Hour** link (use this although you have previously created your Fall 2020 Office Hours).

Office Hour

Recreate hours will eliminate current notes.

[Modify Current Hour Comments/Notes](#)
[Create Faculty Office Hour](#)

- On the dropdown menu on the next screen select Fall 2020 and then click submit.

Faculty Office Hour

Term

- Fall 2020 Wenzhou
- Fall 2020
- Summer II 2020
- Summer I 2020 Wenzhou
- Summer I 2020
- Spring 2020 Wenzhou
- Spring 2020
- Fall 2019
- Fall 2019 Wenzhou

SUBMIT

- The screen will now display your Office Phone Number, Office Building and Office Room.

Faculty Office Hour

Department(s): CHEMISTRY
NATURAL, APPLIED & HEALTH SCI

Office Phone Number: 908-737-3456 ###-###-####

Office Building: Office Room:

From 09/01/20 to 12/18/20

(i.e.: 8:00AM, 4:00PM)

		Days	Frequency
<input type="text" value="05:00PM"/>	<input type="text" value="07:29PM"/>	<input type="text" value="M Monday"/>	<input type="text" value="W Weekly"/>
<input type="text" value="05:00PM"/>	<input type="text" value="07:29PM"/>	<input type="text" value="W Wednesday"/>	<input type="text" value="W Weekly"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Under the dropdown menu for Office Building select Remote.

FACULTY

Welcome Stephen!

Faculty Office Hour

Department(s):

Office Phone Number:

Office Building:

Office Room:

From 09/01/2017 To 09/01/2017
(i.e.: 8:00AM - 12:00PM)

Frequency

05:00PM	W Weekly
05:00PM	07:29PM W Wednesday W Weekly

- In the Office Room field to its right, type REM (not case sensitive, but if you leave the room blank, you will get an error message).

Faculty Office Hour

Department(s): CHEMISTRY
NATURAL, APPLIED & HEALTH SCI

Office Phone Number: ###-###-####

Office Building: Office Room:

From 09/01/20 to 12/18/20
(i.e.: 8:00AM, 4:00PM)

		Days	Frequency
<input type="text" value="05:00PM"/>	<input type="text" value="07:29PM"/>	<input type="text" value="M Monday"/>	<input type="text" value="W Weekly"/>
<input type="text" value="05:00PM"/>	<input type="text" value="07:29PM"/>	<input type="text" value="W Wednesday"/>	<input type="text" value="W Weekly"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Scroll down the screen to the Comments section at the bottom of the screen, where it is recommended you enter the following text: **Please note the remainder of my Office Hours for this semester are remote. To schedule a virtual meeting please email me at my Kean email address shown above.** Then verify all of the information (including days and times) are correct and then click on submit.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

Please note the remainder of my Office Hours for this semester

are remote. To schedule a virtual meeting please email me at my

Kean email address shown above.

SUBMIT

- After clicking submit, you will see a preview of your office hours for a final review. After reviewing, click OK at the bottom of the screen. If further changes are necessary, repeat the above steps.

11/23/20	Monday	Remote	REM	05:00PM	07:29PM	
11/25/20	Wednesday	Remote	REM	05:00PM	07:29PM	
11/30/20	Monday	Remote	REM	05:00PM	07:29PM	
12/02/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/07/20	Monday	Remote	REM	05:00PM	07:29PM	
12/09/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/14/20	Monday	Remote	REM	05:00PM	07:29PM	
12/16/20	Wednesday	Remote	REM	05:00PM	07:29PM	

OK

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[FACULTY MENU](#)

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- When you are back at the main Office Hours screen, select the Modify Current Hour Comments/Notes.
- On the next screen select Fall 2020 under Term and click submit.


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FACULTY - OFFICE HOUR MENU
Welcome Stephen!

Office Hour

Recreate hours will eliminate current notes.

[Modify Current Hour Comments/Notes](#)
[Create Faculty Office Hour](#)

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FACULTY Welcome Stephen!

Modify Current Hour Comments/Notes

Term: Fall 2020 Wenzhou Fall 2020 Summer II 2020 Summer I 2020 Wenzhou Summer I 2020 Spring 2020 Wenzhou Spring 2020 Fall 2019 Fall 2019 Wenzhou

SUBMIT

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WebAdvisor 3.1
POWERED BY DATATEL

- In the Note field on the screen displaying your office hour information, delete all comments or change any comments (i.e. In person to remote) as you desire. Either is acceptable.

Comments

Please note the remainder of my Office Hours for this semester

are remote. To schedule a virtual meeting please email me at my

Kean email address shown above.

Date	Day	Building	Room	Start	End	Note
09/02/20	Wednesday	Remote	REM	05:00PM	07:29PM	In person
09/07/20	Monday	Remote	REM	05:00PM	07:29PM	Remote
09/09/20	Wednesday	Remote	REM	05:00PM	07:29PM	In person
09/14/20	Monday	Remote	REM	05:00PM	07:29PM	Remote

- Then scroll to the bottom and click submit.

12/02/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/07/20	Monday	Remote	REM	05:00PM	07:29PM	
12/09/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/14/20	Monday	Remote	REM	05:00PM	07:29PM	
12/16/20	Wednesday	Remote	REM	05:00PM	07:29PM	

SUBMIT

- Click OK after checking the notes are correct. For any changes repeat the above steps starting with Modify Current Hour Comments/Notes.

11/25/20	Wednesday	Remote	REM	05:00PM	07:29PM	
11/30/20	Monday	Remote	REM	05:00PM	07:29PM	
12/02/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/07/20	Monday	Remote	REM	05:00PM	07:29PM	
12/09/20	Wednesday	Remote	REM	05:00PM	07:29PM	
12/14/20	Monday	Remote	REM	05:00PM	07:29PM	
12/16/20	Wednesday	Remote	REM	05:00PM	07:29PM	

OK



You have now completed updating your office hour modality in KeanWISE. We highly recommend that you also update your advisement office hours in CRM Advise under the Advisor Experience link from the Quicklinks menu on the Kean homepage. For a tutorial on entering office hours in the Advisor Experience, please visit the [faculty user support site](#) and under the Navigating Advise dropdown menu, select STEP-BY-STEP instructions for Advise. There you will find information on Adding Your Office Hours.

We also request that you update your syllabi in *Blackboard* to indicate the modality of your office hours as remote for the remainder of the semester.

Thank you again for all of your efforts in supporting our students.

Sincerely,

The Office of the Vice President for Academic Affairs