



## **Faculty Office Hours**

# **Training Manual For Kean WISE**

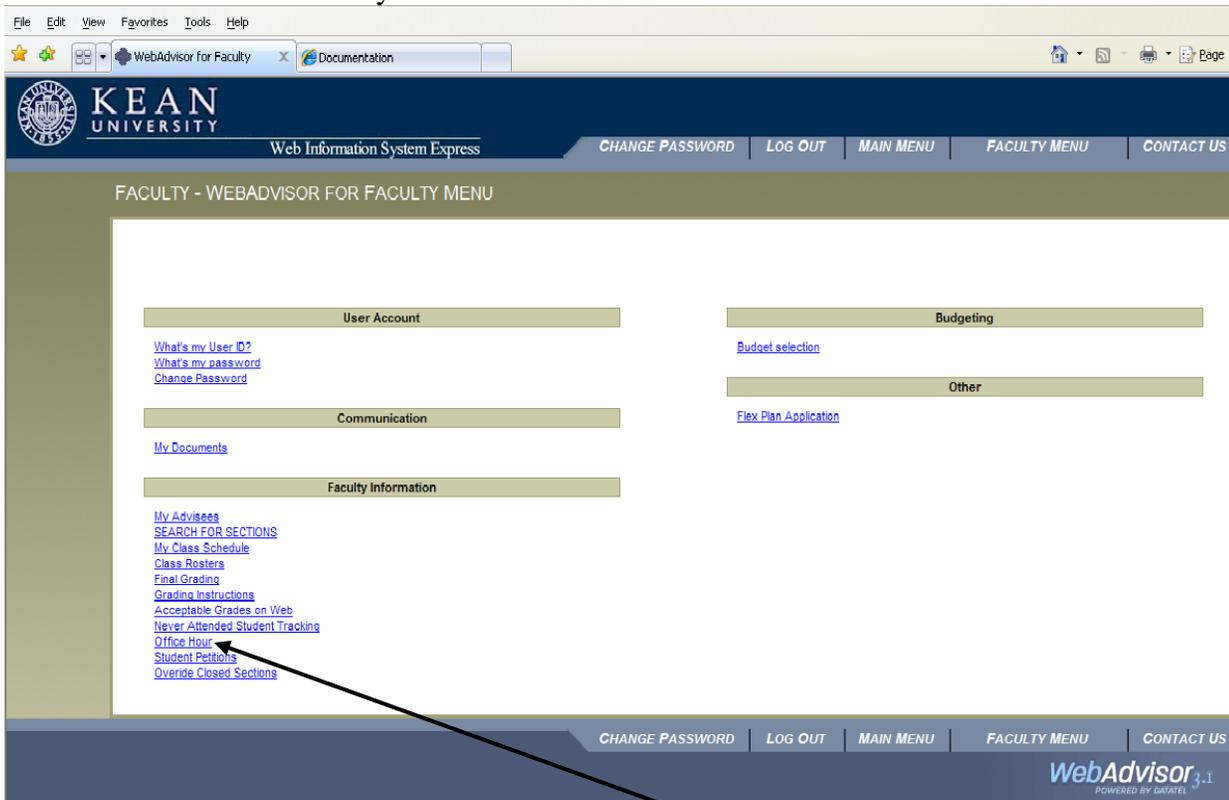
Created: September 17, 2003

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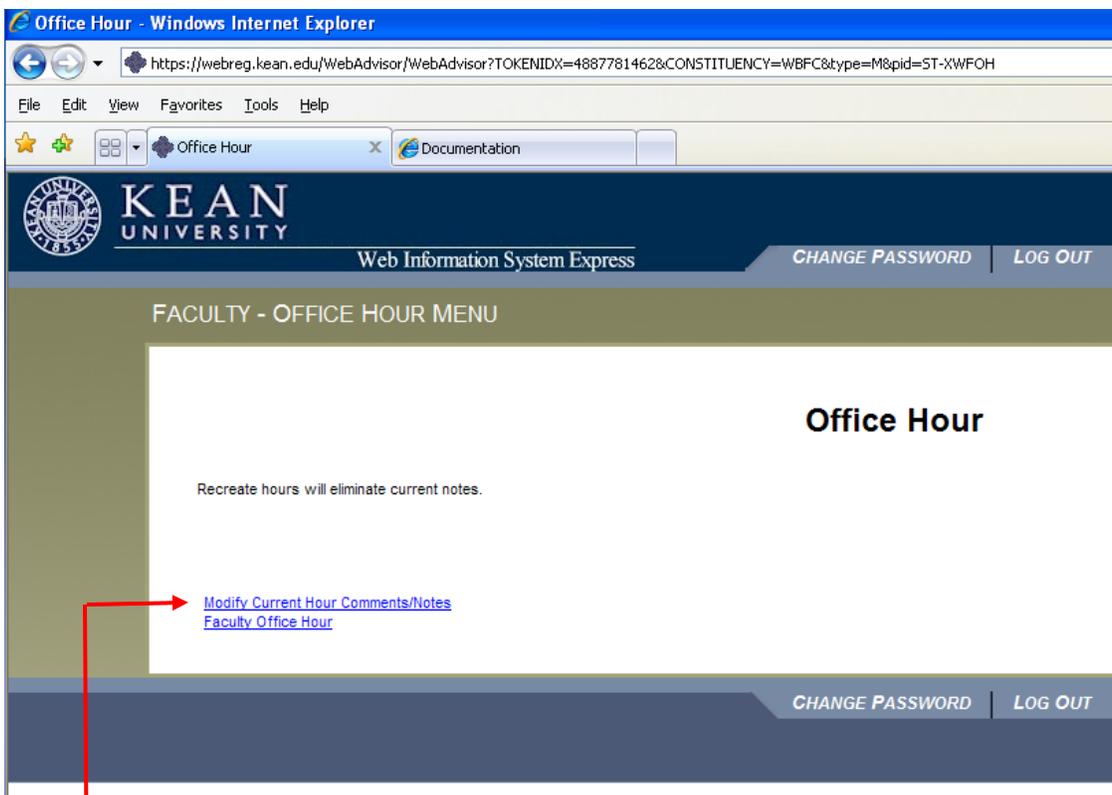
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*Only for adding or changing 'General Comments' or 'Notes'.*
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*Entering 'Faculty Office Hours' for the first time or modifying days and times.*

- Log into Kean WISE
  - Select “Faculty” from the main menu

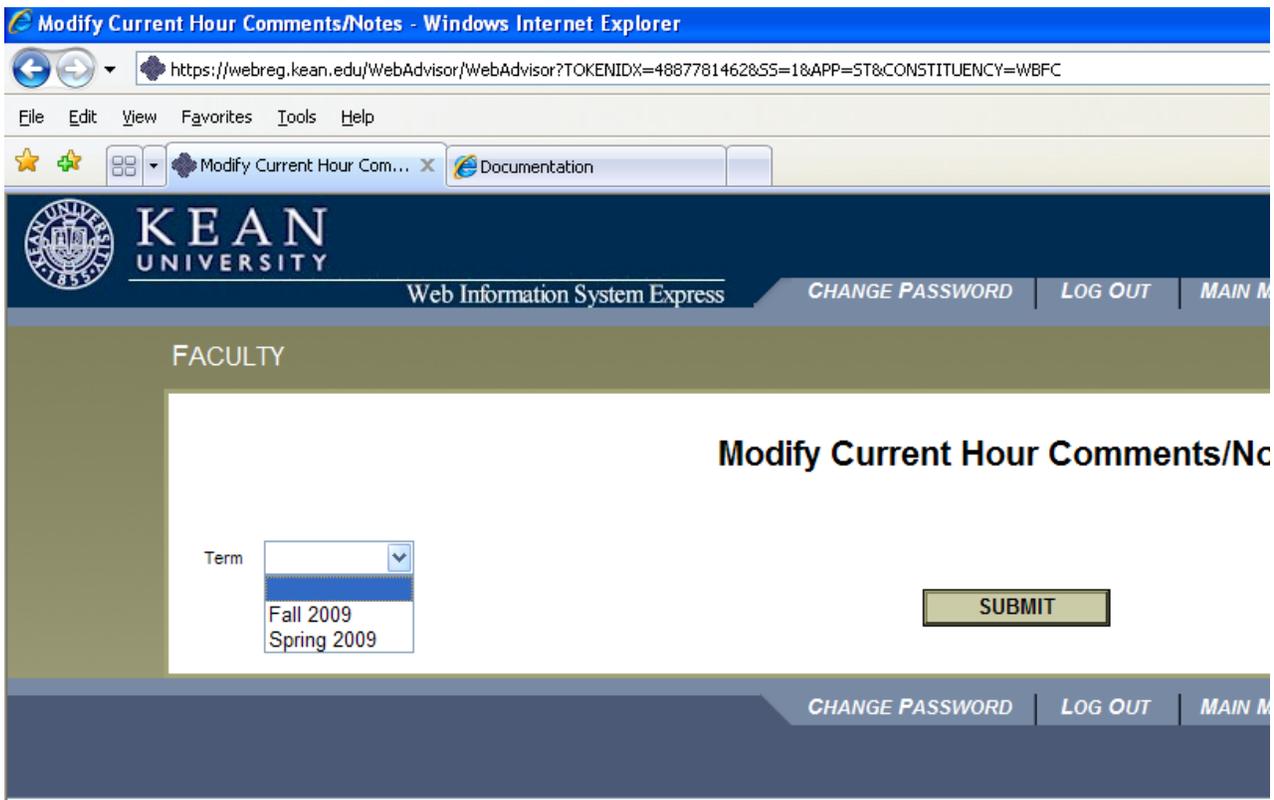


- Under “Faculty Information” click on “Office Hour”.
- **You have two options on this screen**

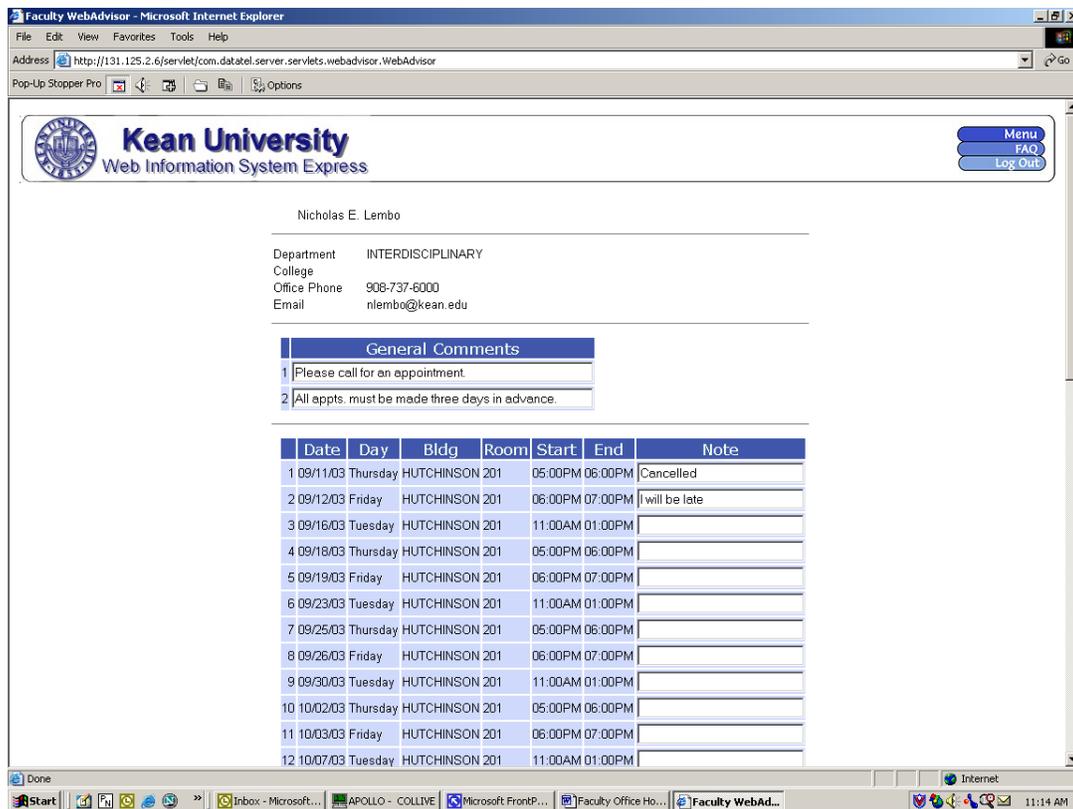


- **The first option:** If you are only adding/modifying “General Comments” or “Notes” to an already established office hours calendar you will click on “Modify Current Office Hour Comments/Notes”

- Select a term from the drop down menu and click submit.



- You can make changes to “General Comments” or “Notes” by clicking in the section you would like to make additions or modifications.



- **Be sure to always click “Submit” regardless if you made changes or not.**

Faculty WebAdvisor - Microsoft Internet Explorer

Address <http://131.125.2.6/servlet/com.data.tel.server.servlets.webadvisor.WebAdvisor>

Pop-Up Stopper Pro



**Kean University**  
Web Information System Express

Menu  
FAQ  
Log Out

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Nicholas E. Lembo

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Department INTERDISCIPLINARY  
College  
Office Phone 908-737-6000  
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**General Comments**

1 Please call for an appointment.  
2 All appts. must be made three days in advance.

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Date	Day	Bldg	Room	Start	End	Note
09/11/03	Thursday	HUTCHINSON	201	05:00PM	06:00PM	Cancelled
09/12/03	Friday	HUTCHINSON	201	06:00PM	07:00PM	I will be late
09/16/03	Tuesday	HUTCHINSON	201	11:00AM	01:00PM	
09/18/03	Thursday	HUTCHINSON	201	05:00PM	06:00PM	
09/19/03	Friday	HUTCHINSON	201	06:00PM	07:00PM	
09/23/03	Tuesday	HUTCHINSON	201	11:00AM	01:00PM	
09/25/03	Thursday	HUTCHINSON	201	05:00PM	06:00PM	
09/26/03	Friday	HUTCHINSON	201	06:00PM	07:00PM	
09/30/03	Tuesday	HUTCHINSON	201	11:00AM	01:00PM	
10/02/03	Thursday	HUTCHINSON	201	05:00PM	06:00PM	
10/03/03	Friday	HUTCHINSON	201	06:00PM	07:00PM	
10/07/03	Tuesday	HUTCHINSON	201	11:00AM	01:00PM	

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10/12/03	Tuesday	CAMPUS SCHOOL SOUTH 113		05:00AM	05:00AM	
12/10/03	Wednesday	CAMPUS SCHOOL SOUTH 113		02:00PM	04:00PM	
12/15/03	Monday	CAMPUS SCHOOL SOUTH 113		08:00AM	09:00AM	
12/17/03	Wednesday	CAMPUS SCHOOL SOUTH 113		02:00PM	04:00PM	

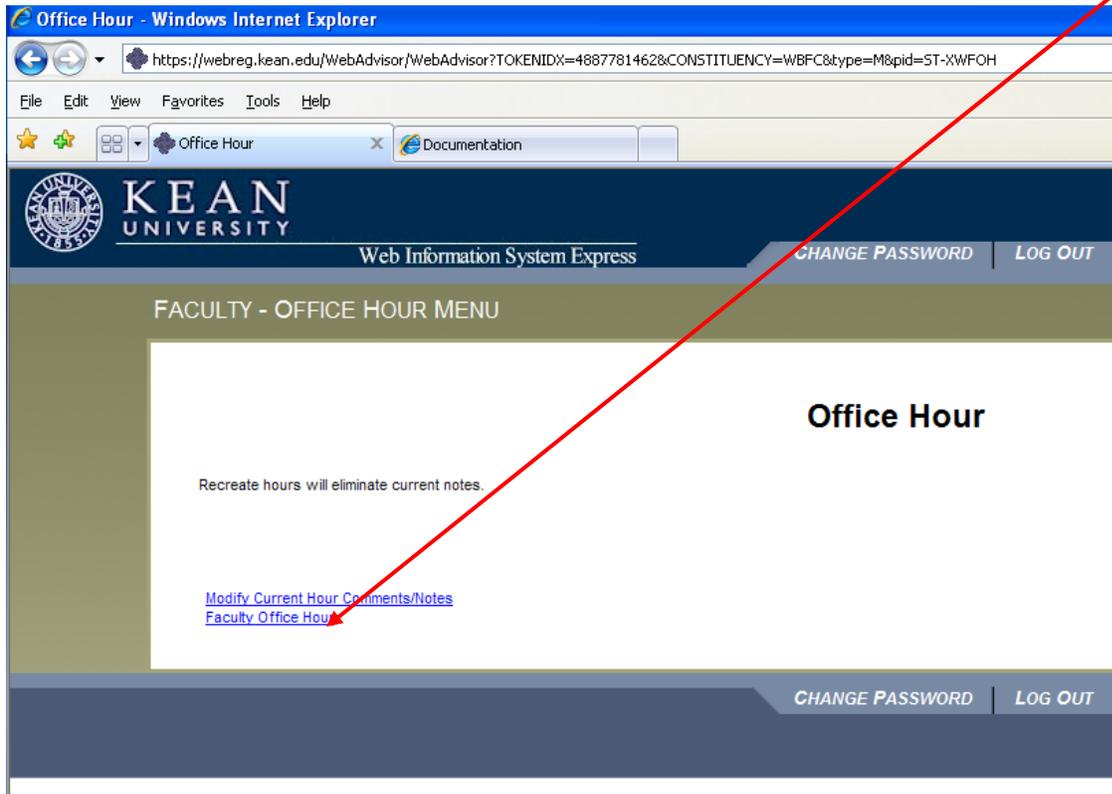
**Submit**

\*\*\* Press Submit button regardless if you have made any changes or not.

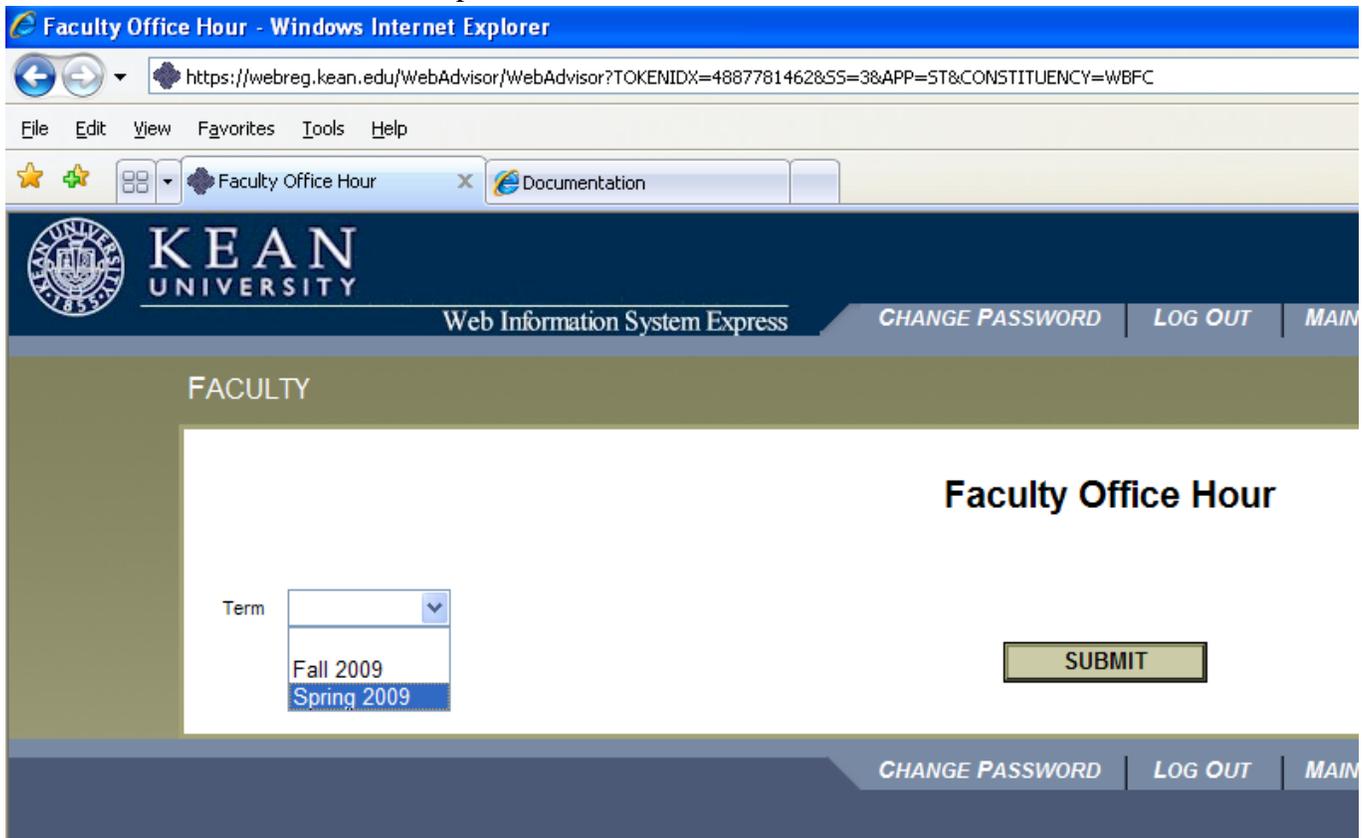
WebAdvisor version 2.04

Menu FAQ Log Out

- **The second option:** If you are entering your office hours for the first time for a specific semester or you are changing existing office hours for a specific semester you will select: “Faculty Office Hour”.



- Select a term from the drop down menu and click submit.



- **Enter in the following information: (Sample Below)**

- Office Phone Number
- Office Building
- Office Room
- Office Hours
  - Start time
  - End Time
  - Day (select from the drop down menu)
  - Frequency = ‘W’ (weekly)
- General Comments (If applicable)

Make sure to click “Submit”

The screenshot shows a web browser window with the URL [https://webreg.kean.edu/WebAdvisor/WebAdvisor?TOKENID\(X\)=4887781462&S=4&APP=5T&CONSTITUENCY=W&FC](https://webreg.kean.edu/WebAdvisor/WebAdvisor?TOKENID(X)=4887781462&S=4&APP=5T&CONSTITUENCY=W&FC). The page title is 'Faculty Office Hour - Windows Internet Explorer'. The form is titled 'Faculty Office Hour' and is part of the 'Faculty' section of the 'Web Information System Express'. The form includes the following fields and options:

- Department(s): INTERDISCIPLINARY ADMINISTRATION
- Office Phone Number: 908-737-0000
- Office Building: CAMPUS SCHOOL SOUTH
- Office Room: 113
- From 06:00:00 to 12:01:00 (14: 8:00AM, 4:00PM)
- Scheduling Table:
 

Start Time	End Time	Days	Frequency
12:00PM	12:00PM	T Tuesday	W Weekly
01:00PM	03:00PM	TH Thursday	W Weekly
- Comments: Testing 09/04/08 @ 8:53am
- Submit Button: SUBMIT

- The system will check for scheduling conflicts. If one is found, click okay and make the necessary changes and then click “Submit” again. The system will check for conflicts again.
- Enter any notes in the “Notes” column that you may have that deal with a particular day on the next screen.
- Make sure you click “Submit” regardless if you have added and “Notes” or not.
- The system checks again for any conflicts.

- You will see a final schedule the way the students will see it on KeanWISE.

Faculty Office Hour

The following information will be shown to students  
 Use [Modify Current Hour Comments/Notes](#) (if the link option on the menu) to enter general comments or specific notes for each Office Hour entry if any.

Name & Location

Department: INTERDISCIPLINARY  
 Office Phone: 908-721-6000  
 Email: hento@kean.edu

Comments

Teaching 200402 @ 6:00am

Date	Day	Building	Room	Start	End	Note
09/20/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
09/24/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
09/28/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
09/30/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/05/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/07/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/12/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/14/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/19/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/21/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/26/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
10/28/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/02/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/04/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/09/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/11/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/16/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/18/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/23/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/25/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
11/30/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
12/02/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
12/07/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
12/09/09	Tuesday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	
12/14/09	Thursday	CAIPLUS SCHOOL SOUTH	112	12:00PM	2:00PM	

OK

- If you like you can print a copy of your office hour schedule.
  - Click on 'File' at the top of the screen.
  - Click on 'print'
  - Select the printer you wish to print to.
  - Click the "Print" or "Ok" button.
- Once you are finished working KeanWISE, make sure you properly logout of KeanWISE by click on "LOGOUT" at the top of the screen.

Once you have entered in all your information on the previous screens, the students who are in a class can view your Office Hours along with all their scheduled classes' faculty office hours once the student has logged into KeanWISE.