

INSTRUCTIONS FOR SETTING OFFICE HOURS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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INSTRUCTIONS FOR SETTING OFFICE HOURS

PROCESS

These instructions will help you navigate through POUNCE to set office hours to be viewed by students.

RESPONSIBILITIES

Faculty are responsible for setting and updating office hours each semester, so that students may view the correct information.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty and Advisors” from the top of the page.



3. Select “Faculty and Advisors Dashboard”.

Faculty and Advisors



4. Select “Office Hours”.

INSTRUCTIONS FOR SETTING OFFICE HOURS

Faculty

Assignment History

Instructors can view course assignments.

Attendance Verification

Verify student attendance in your assigned courses.

Class List

View Pictorial class list for your assigned courses.

Class Schedule

Search courses by term.

Faculty Detail Schedule

View number of students enrolled, room assignment, dates and times.

Final Grades

Enter final grades with Faculty Grade Entry. Will open in another window.

Office Hours

Enter office hours by course.

Syllabus Information

Enter syllabus information for your assigned course.

Week at a Glance

View your course schedule for the week.

5. Select “Term” and “CRN”.

Faculty and Advisors • Office Hours


Office Hours

Term

Select

CRN

Select

 Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked.

6. Select “Add new row” to add hours. Once added, you can add these hours to other classes by clicking “Select copy to”.

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Course Information

Course: Principles of Accounting I - 24071 - ACCT 2101 - B
CRN: 24071

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type
Class	07:00	07:50	Mon,Wed,Fri	Algood Hall E151	01/08/2024	05/01/2024	Lecture

Results found: 1

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Office Hours

From Date	To Date	From Time	To Time	Days	Contact Number	Location	Display
				Mon Tue Wed Thu Fri Sat Sun			

No Data Found

Results found: 0

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[+ Add new Row](#)

Select Copy to

Reset

Submit

CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.