POUNCE: FACULTY/STAFF INSTRUCTIONS FOR SETTING OFFICE HOURS

RAINS HALL

TABLE OF CONTENTS

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 Services" from the top of the page.

Faculty Services

Search [   ] [Go]

Main Menu

3. Select "Office Hours"

Faculty Services

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Final Grades
Look Up Classes
Advisor Menu
Assignment History
Class Schedule
Course Catalog
Office Hours
Advisee Grade Summary
Faculty Grade Summary
View/Release Holds
Release holds from students/advisees assigned to you.
Role Selection
Choose Faculty or Advisor role. Only affects View/Release Holds.
Detail Pictorial Class Roll
View a detailed class roll with student photos

4. You can now view all sections you are assigned to as faculty and designate the days and times you are available for office hours. Submit.

Course Information
Prin of Acct II - 30781 - ACCT 2102 - WE4

CRN: 30781

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		Course taught online	May 18, 2020 - Jul 13, 2020	Asynchronous Instruction	Heather N Henson (P) ✉ , Michael T Dugan ✉

Office Hours

From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
		M T W R F S U					
		☐ ☐ ☐ ☐ ☐ ☐ ☐	None ▾				☐
		☐ ☐ ☐ ☐ ☐ ☐ ☐	None ▾				☐
		☐ ☐ ☐ ☐ ☐ ☐ ☐	None ▾				☐

Copy To: Select To Copy ▾

[Submit] [Reset]

CONTACT

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