

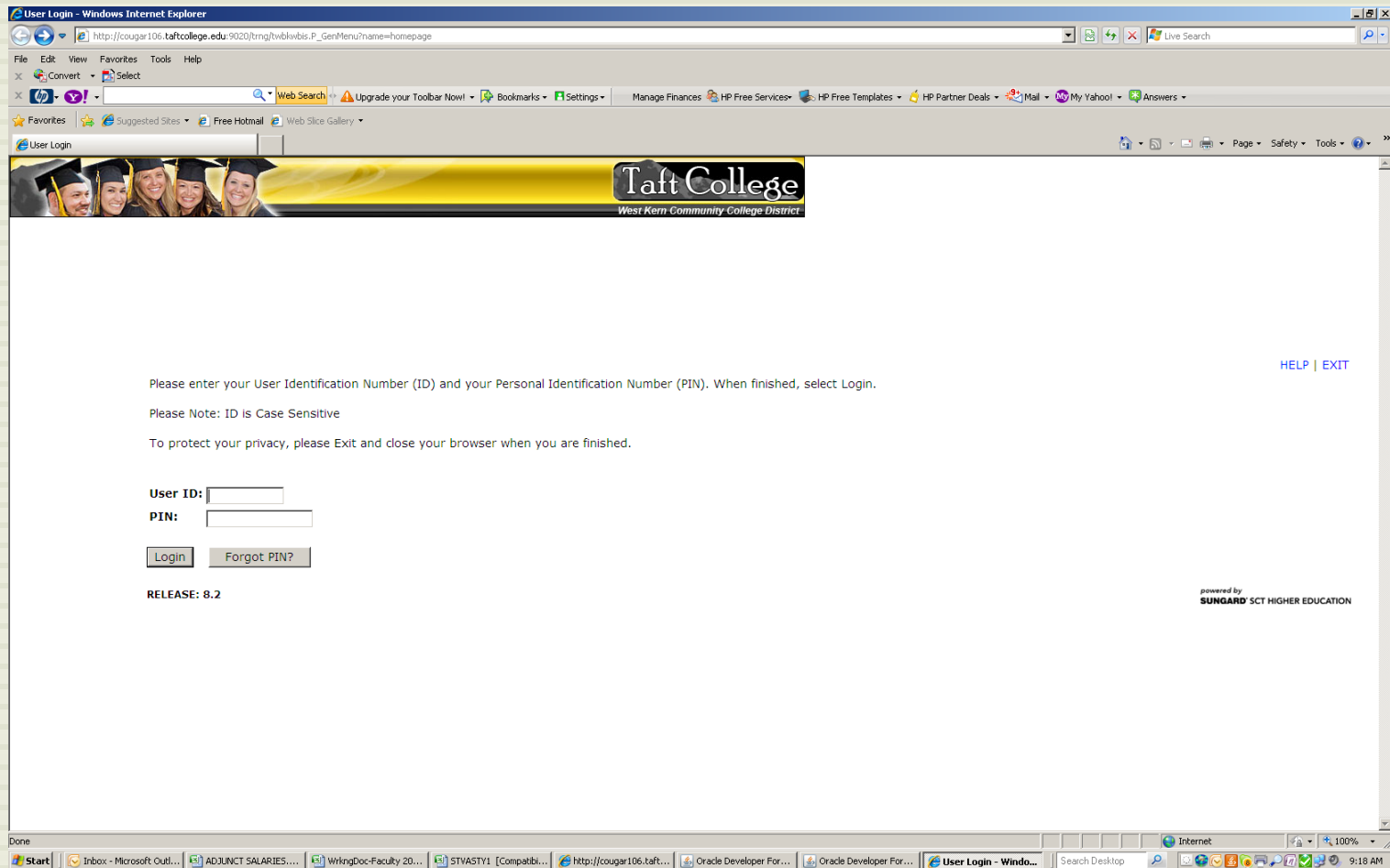


**BANNER  
FACULTY OFFICE HOURS**

**TAFT COLLEGE**

# Banner Self-Service log-in is accessible from the Taft College homepage. Enter **User ID (A#)** and **PIN**. Click **Login**.

1



The screenshot shows a Windows Internet Explorer browser window displaying the 'User Login' page for Taft College. The address bar shows the URL: [http://cougar106.taftcollege.edu:9020/trng/twblwbls.P\\_genMenu?name=homepage](http://cougar106.taftcollege.edu:9020/trng/twblwbls.P_genMenu?name=homepage). The page features a yellow banner with the Taft College logo and the text 'West Kern Community College District'. Below the banner, the page contains the following text:

HELP | EXIT

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

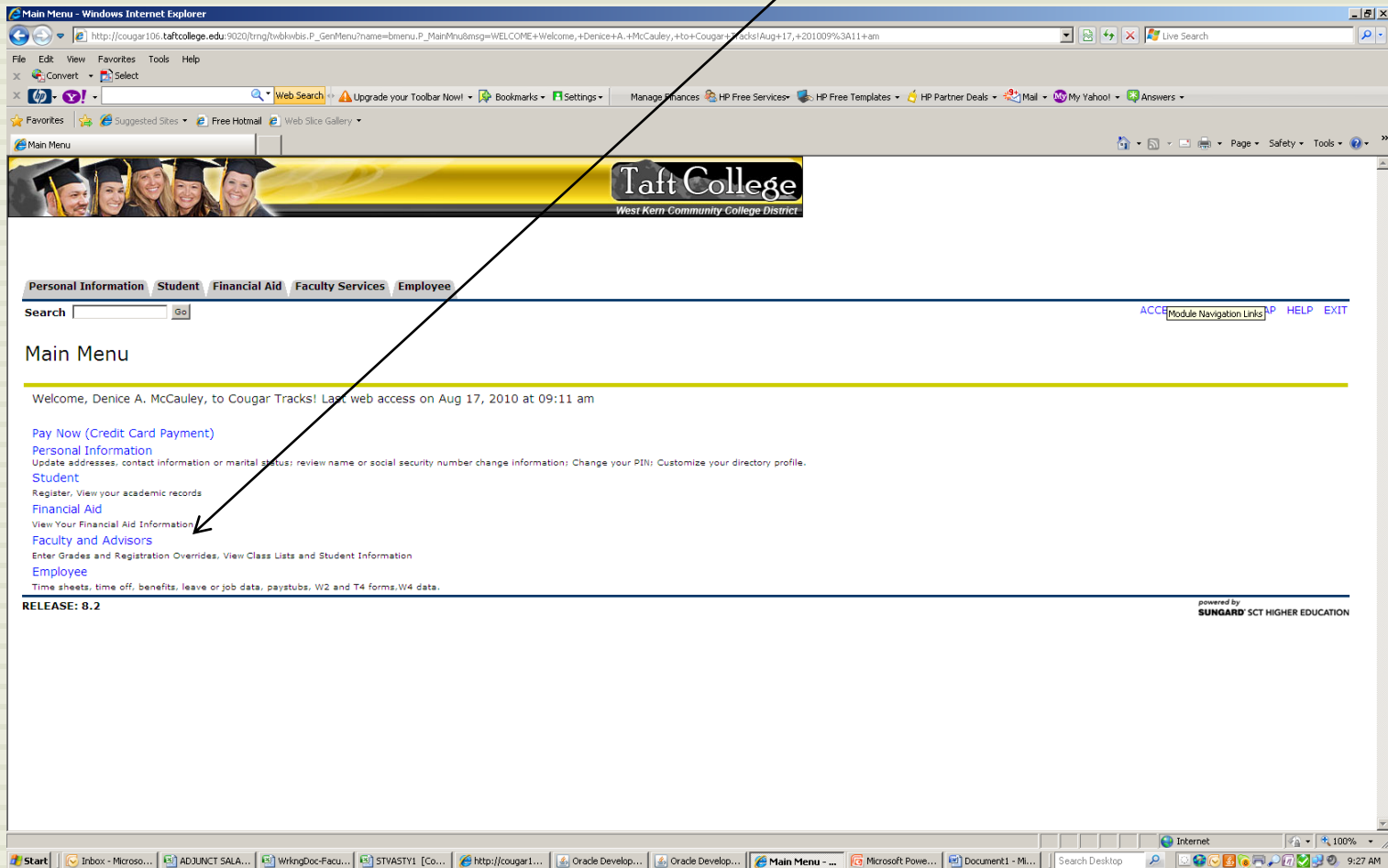
RELEASE: 8.2

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The browser's taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Out...', 'ADJUNCT SALARIES...', 'WrngDoc-Faculty 20...', 'STVASTY1 [Compati...', 'http://cougar106.taft...', 'Oracle Developer For...', and 'Oracle Developer For...'. The system tray shows the time as 9:18 AM.

Select the **Faculty Services** tab of the main menu and double click on **Faculty and Advisors**.

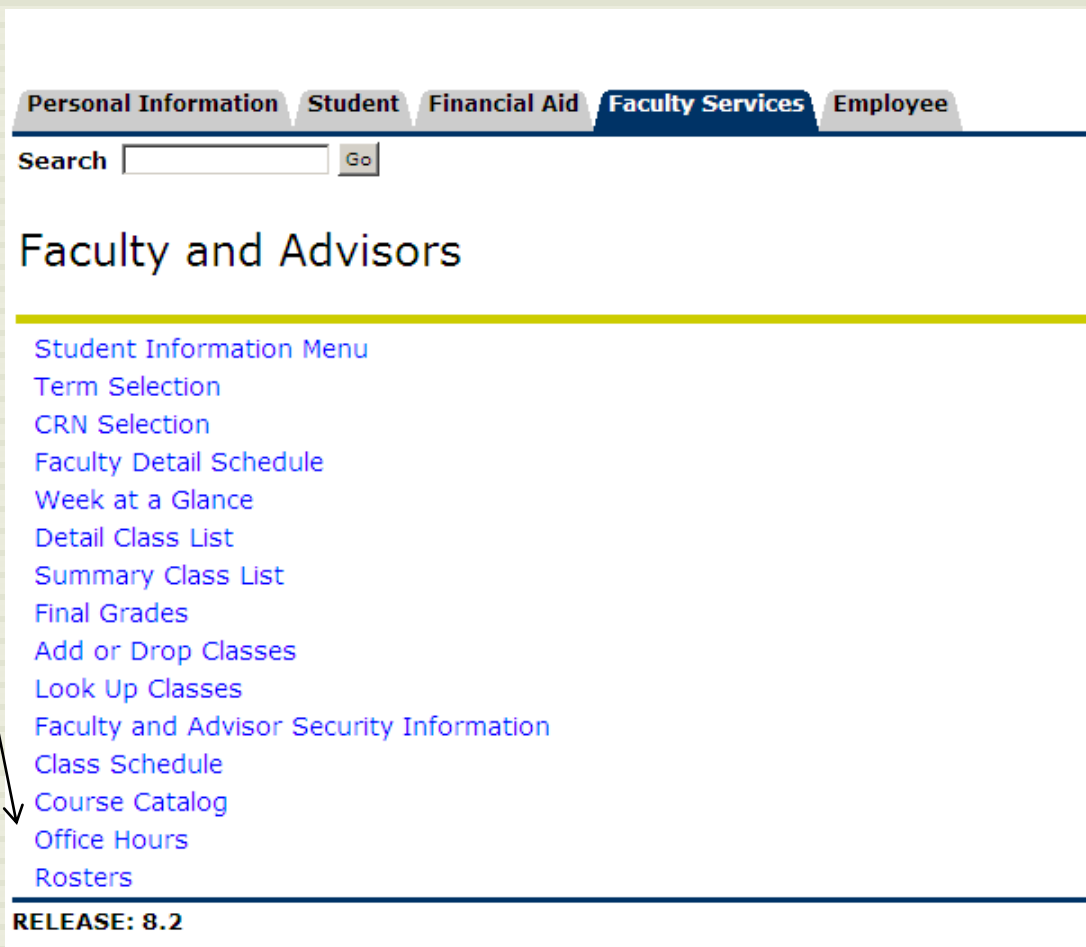
2



The screenshot shows a web browser window titled "Main Menu - Windows Internet Explorer". The address bar displays the URL: [http://cougar106.taftcollege.edu:9020/trng/twblwblbis\\_P\\_genMenu?name=bmenu\\_P\\_MainMenu&msg=WELCOME+Welcome,+Denice+A.+McCauley,+Ho+Cougar+Tracks!Aug+17,+201009%3A11+am](http://cougar106.taftcollege.edu:9020/trng/twblwblbis_P_genMenu?name=bmenu_P_MainMenu&msg=WELCOME+Welcome,+Denice+A.+McCauley,+Ho+Cougar+Tracks!Aug+17,+201009%3A11+am). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, and navigation. The page header features a banner with four graduates and the Taft College logo, which includes the text "Taft College" and "West Kern Community College District". Below the banner is a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is currently selected. A search box is located below the navigation bar. The main content area is titled "Main Menu" and contains a welcome message: "Welcome, Denice A. McCauley, to Cougar Tracks! Last web access on Aug 17, 2010 at 09:11 am". Below the welcome message is a list of links: "Pay Now (Credit Card Payment)", "Personal Information", "Student", "Financial Aid", "Faculty and Advisors", and "Employee". A red arrow points to the "Faculty and Advisors" link. At the bottom of the page, there is a footer with the text "RELEASE: 8.2" and "powered by SUNGARD SGT HIGHER EDUCATION". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Micro...", "ADJUNCT SALA...", "WkngDoc-Facu...", "STAVSY1 [Co...", "http://cougar1...", "Oracle Develop...", "Main Menu - ...", "Microsoft Powe...", and "Document1 - Mi...". The system tray shows the Internet icon, a search icon, and the time "9:27 AM".

Double click on **Office Hours**.

3



The screenshot displays a web application interface with a navigation bar at the top. The navigation bar contains five tabs: 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is currently selected and highlighted in dark blue. Below the navigation bar is a search field with the label 'Search' and a 'Go' button. The main content area is titled 'Faculty and Advisors' and features a list of links. An arrow from the text 'Double click on Office Hours.' points to the 'Office Hours' link in the list. At the bottom of the page, the text 'RELEASE: 8.2' is displayed.

Personal Information Student Financial Aid **Faculty Services** Employee

Search  Go

## Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Add or Drop Classes](#)
- [Look Up Classes](#)
- [Faculty and Advisor Security Information](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Office Hours](#)
- [Rosters](#)

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Select the **Term** from the drop down box. Click **Submit**.  
On the next form, select one **CRN**. Click **Submit**.

4

Personal Information Student Financial Aid **Faculty Services** Employee

Search  Go

Select Term

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Select a Term:

---

RELEASE: 8.1

Personal Information Student Financial Aid **Faculty Services** Employee

Search  Go

Select a CRN

---


CRN:

---

RELEASE: 8.1

Enter start time, end time, check day(s) of the week, choose a contact number if desired, enter office location, and enter from and to dates for the semester.

## Office Hours

 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 by clearing out From/To Times or From/To Dates and clicking Submit.

### Course Information

Composition and Reading - 50151 - ENGL 1500 - 21

CRN: 50151

### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class (Lecture or Lab)	6:40 pm - 9:30 pm	W	G Modulars 05 Aug 23, 2010 - Dec 17, 2010	Lecture	Denice A. McCauley (P) 

### 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
<input type="text"/>	<input type="text"/>	M T W F S U <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>


Copy To:

[Return to Previous](#)

See example below. Ensure that there is a check mark under the **Display** column to display the information to students. Click **Submit**.

6

## Office Hours


 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 by clearing out From/To Times or From/To Dates and clicking Submit.

### Course Information

Composition and Reading - 50151 - ENGL 1500 - 21

CRN: 50151

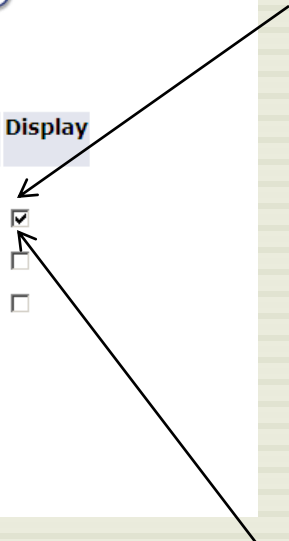
### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class (Lecture or Lab)	6:40 pm - 9:30 pm	W	G Modulars	05 Aug 23, 2010 - Dec 17, 2010	Lecture	Denice A. McCauley (P) 

### 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
<input type="text" value="1300"/>	<input type="text" value="1400"/>	M T W F S U <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text" value="Admin"/>	<input type="text" value="08/23/2010"/>	<input type="text" value="12/17/2010"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:




The following confirmation will appear.

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## Office Hours

A00201193 Denice A. McCauley  
Fall 2010  
Aug 17, 2010 09:24 am

 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. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

You have successfully changed your office hour information.

Registered students can see your office hours by clicking on the name of the **Assigned Instructor** in their Student Detail Schedule.


8

Student Detail Schedule

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Total Credit Hours: 3.000

**Composition and Reading - ENGL 1500 - 21**

**Associated Term:** Fall 2010  
**CRN:** 50151  
**Status:** \*\*Registered\*\* on Aug 17, 2010  
**Assigned Instructor:** [Denice A. McCauley](#) 

**Grade Mode:** Standard  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** Taft College Campus

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class (Lecture or Lab)	6:40 pm - 9:30 pm W	G Modulars	05 Aug 23, 2010 - Dec 17, 2010	Lecture	<a href="#">Denice A. McCauley (P)</a> 

Office Hours for Denice A. McCauley


A00201193

Aug

**Composition and Reading - ENGL 1500 21**

**CRN:** 50151

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class (Lecture or Lab)	6:40 pm - 9:30 pm W	G Modulars	05 Aug 23, 2010 - Dec 17, 2010	Lecture	<a href="#">Denice A. McCauley (P)</a> 

**Office Hours**

Time	Day of the Week	Contact Number	Location	Date Range
01:00 pm - 02:00 pm	MTWRF	None	Admin	Aug 23, 2010 - Dec 17, 2010

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To copy your office hours to additional classes, select additional classes one by one in the **Copy to** drop down box and click **Submit** for each one.

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**Office Hours**

A00201193 Denice A. McCauley  
Fall 2010  
Aug 17, 2010 09:48 am

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. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

**Course Information**  
Composition and Reading - 50151 - ENGL 1500 - 21  
CRN: 50151

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class (Lecture or Lab)	6:40 pm - 9:30 pm	W	G Modulars 05 Aug 23, 2010 - Dec 17, 2010	Lecture	Denice A. McCauley (P)

**Office Hours**

From Time (0000-2359)	To Time (0000-2359)	Day of the Week M T W F S U	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
1300	1400	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None	Admin	08/23/2010	12/17/2010	<input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None				<input type="checkbox"/>

**Copy To:** Fall 2010 Intermediate Writing and Grammar (50426)  
Select To Copy  
Fall 2010 Intermediate Writing and Grammar (50426)  
Fall 2010 Intermediate Writing and Grammar (50426)  
Fall 2010 Composition and Reading (50151)

**Submit**

[Return to Previous](#)

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# Questions?

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- Please contact the Office of Instruction for further information or questions.
  - Denice McCauley 763-7919