



1:1 Office Hour Requests in Slack

Many faculty members hold regular office hours. Often office hours are by appointment only, Slack channels can help organize your appointments

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Create your office hour channel

Click the plus icon next to **Channels** in the left sidebar and select **Create a channel**. Enter a channel name. You may want to include your **course code** and **your name** e.g. **#office-hr-phys110-milstein**

Add a description to let others know what the channel is about. Click Create. We recommend making the channel public so students are able to easily find and join.

2

Channel topic

The channel topic appears in the channel header.

#office-hour-requests ☆

👤 27 | 🌟 1 | Want to meet with me 1:1? Ask here! Please see pinned items for request template.

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Post below request template and pin to channel

Jennifer 4:26 PM

PROCESS

- 1 Copy the request template and fill in the appropriate sections with urgency indicator
- 2 Post the request in-channel
- 3 Professor/TA will react to acknowledge the request and coordinate the time for your appointment

How to indicate priority / urgency:

- 🔴 You'd like to meet ASAP
- 🔵 We can meet in next few days
- ⬜ We can meet in next few weeks

REQUEST TEMPLATE - office hours are by appointment only.

⬜ OR 🔵 OR 🔴 **Office Hour Request**

📄 **Description:** Brief description of topics you wish to discuss (optional: note others in channel can view your request)

🌟 **Indicate class/assignment:** e.g Finance101- Cash Flow Assignment 1

🕒 **Desired duration:** 15 or 30 minutes

👋 **TA office hr option:** [Yes/No] My TAs can answer your questions! Let us know if you want to meet with them instead

➕ **Anything else we need to know?** (optional)

Unfollow message
You won't be notified about replies

Copy link

Mark unread U

Remind me about this >

Pin to channel P

PROCESS

:one: Copy the request template and fill in the appropriate sections with urgency indicator

:two: Post the request in-channel

:three: Professor/TA will acknowledge the request and coordinate the time for your appointment

How to indicate priority / urgency:

:red_circle: You'd like to meet ASAP

:large_blue_circle: We can meet in next few days

:white_circle: We can meet in next few weeks

REQUEST TEMPLATE - office hours are by appointment only.

:white_circle: OR :large_blue_circle: OR :red_circle: **Office Hour Request**

:pencil: **Description:** Brief description of topics you wish to discuss (optional: note others in channel can view your request)

:star: **Indicate class/assignment:** e.g Finance101- Cash Flow Assignment 1

:calendar: **Desired duration:** 15 or 30 minutes

:handshake: **TA office hr option:** [Yes/No] My TAs can answer your questions! Let us know if you want to meet with them instead

:heavy_plus_sign: **Anything else we need to know?** (optional)

Request Approval → Slack Calls

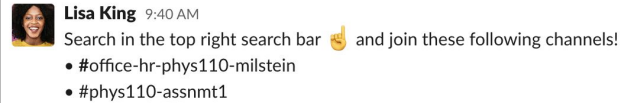
Indicate your approval using emoji indicators.
Start the conversation using Calls feature from Slack

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Share office hour channel to your main classroom

“#office-hr-phys110-milstein”

Students are able to click and join the channel



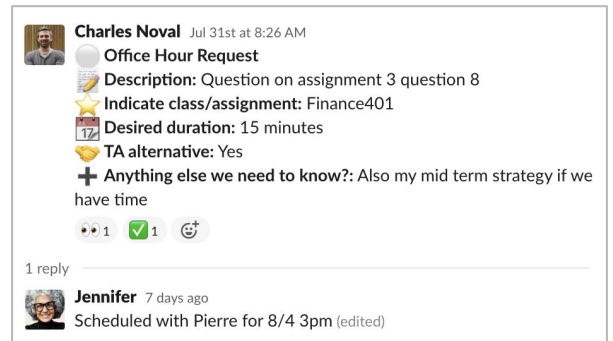
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Use Emoji indicators

1. Add the **eyes** emoji to indicate request is getting reviewed 🙄 1

2. Once office hour has been scheduled with the student **via calendar (location: Slack Call)** add a **checkmark** to indicate appointment is made ✅ 1

Pro-tip! Student's email is available from his/her Slack profile, click on their picture to view



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Start a Call

Beginning of the appointment, click on student's Slack profile to start a direct message. Click on the 🗨️ icon, top right, to start the conversation. Slack will also change your status to "On a call" if you're on a Slack call, and then switch back to your normal status afterward.

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References

Use the links below to discover more about Slack Calls.

📞 [Make calls in Slack](#)

Get the low down on making voice and video calls.

🖥️ [Share your screen in Slack](#)

Learn how to start a call and share your screen.

🔧 [Troubleshoot Slack Calls](#)

Having connection, audio, or video trouble? Learn how to troubleshoot.

