

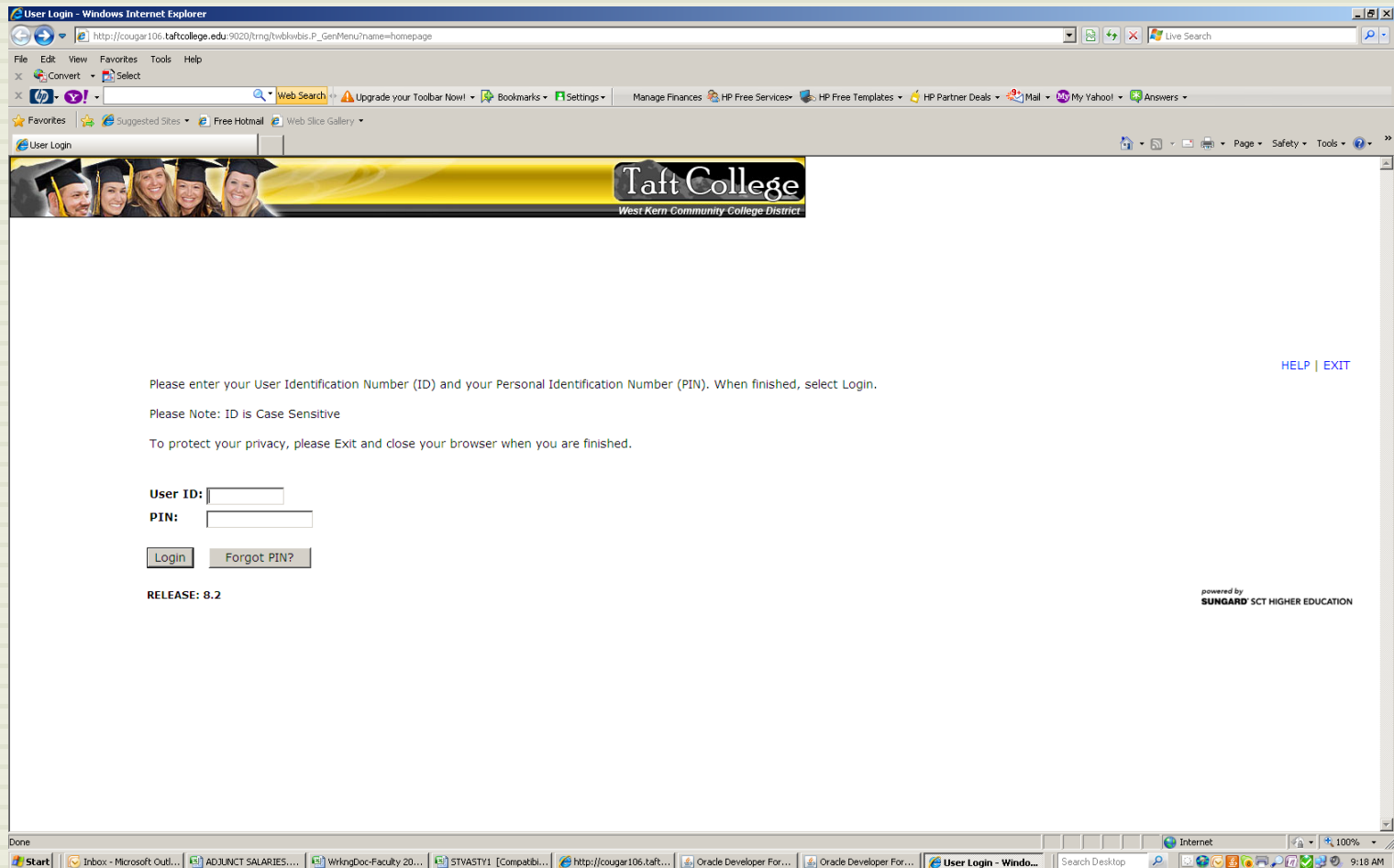


**BANNER  
FACULTY OFFICE HOURS**

**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 browser's address bar shows the URL: `http://cougar106.taftcollege.edu:9020/trng/twbkwbis.P_GenMenu?name=homepage`. The page features a banner with a group of graduates and the Taft College logo, which includes the text 'Taft College' and 'West Kern Community College District'. Below the banner, the page contains the following text:

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.

On the right side of the page, there are links for [HELP](#) and [EXIT](#).

The login form consists of two input fields: 'User ID:' and 'PIN:'. Below these fields are two buttons: 'Login' and 'Forgot PIN?'. At the bottom left of the page, it says 'RELEASE: 8.2'. At the bottom right, it says 'powered by SUNGARD SCT HIGHER EDUCATION'.

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

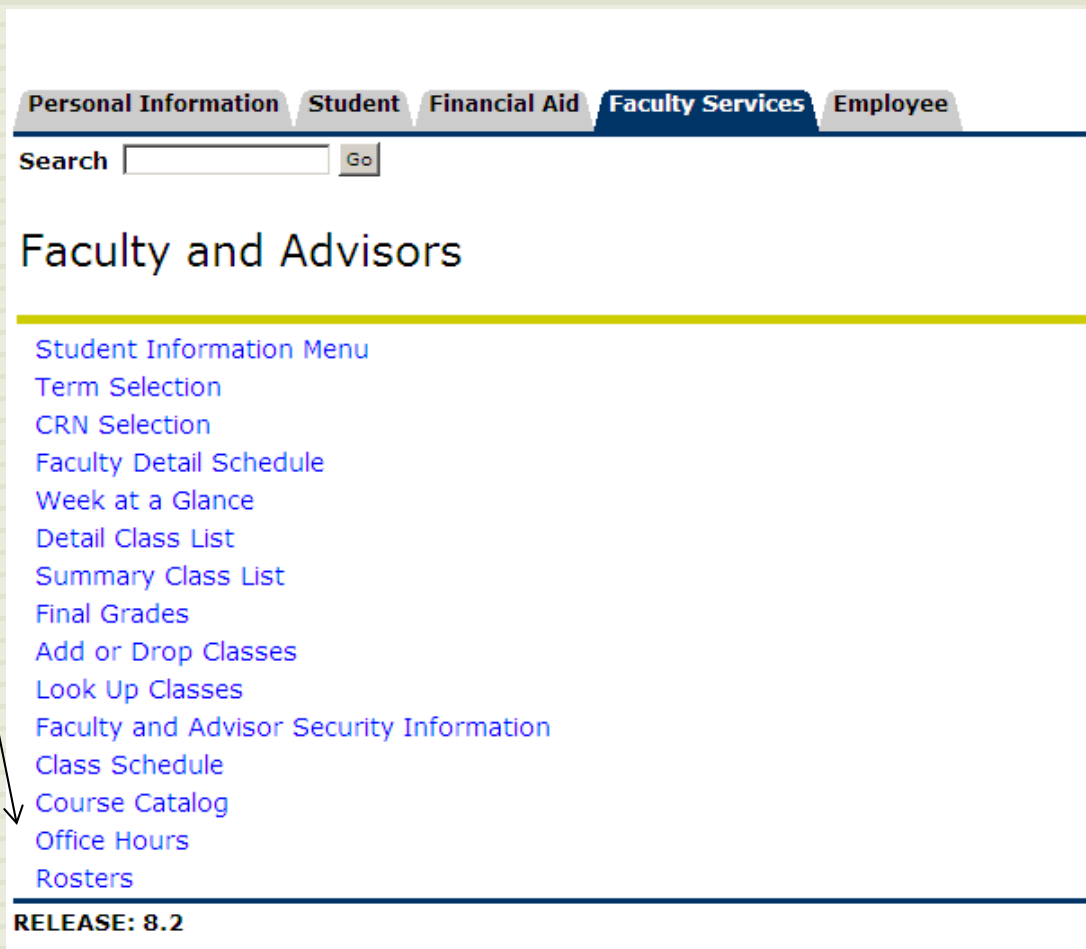
Select the **Faculty Services** tab of the main menu and double click on **Faculty and Advisors**.

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/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMenu&msg=WELCOME+Welcome,+Denice+A.,+McCauley,+to+Cougar+Tracks!Aug+17,+201009%3A11+am](http://cougar106.taftcollege.edu:9020/trng/twbkwbis.P_GenMenu?name=bmenu.P_MainMenu&msg=WELCOME+Welcome,+Denice+A.,+McCauley,+to+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 settings. 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 menu with tabs for "Personal Information", "Student", "Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is currently selected. A search bar is located below the navigation menu. 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 are several links: "Pay Now (Credit Card Payment)", "Personal Information" (with a sub-link "Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile."), "Student" (with a sub-link "Register, View your academic records"), "Financial Aid" (with a sub-link "View Your Financial Aid Information"), "Faculty and Advisors" (with a sub-link "Enter Grades and Registration Overrides, View Class Lists and Student Information"), and "Employee" (with a sub-link "Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data."). A mouse cursor is hovering over the "Faculty and Advisors" link, and a black arrow points from the top text to this link. At the bottom of the page, there is a footer with "RELEASE: 8.2" on the left and "powered by SUNGARD SGT HIGHER EDUCATION" on the right. The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Micro...", "ADJUNCT SALA...", "WkingDoc-Facu...", "STVASTY1 [Co...", "http://cougar1...", "Oracle Develop...", "Oracle Develop...", "Main Menu - ...", "Microsoft Powe...", and "Document1 - M...". 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 area with the label 'Search', a text input field, 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 this 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](#)

**RELEASE: 8.2**

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<br>(0000-2359) | To Time<br>(0000-2359) | Day of the Week  | Contact Number                    | Location             | From Date<br>(MM/DD/YYYY) | To Date<br>(MM/DD/YYYY) | Display                  |
|--------------------------|------------------------|--|-----------------------------------|----------------------|---------------------------|-------------------------|--------------------------|
| <input type="text"/>     | <input type="text"/>   | M T W F S U<br><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**.

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## 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

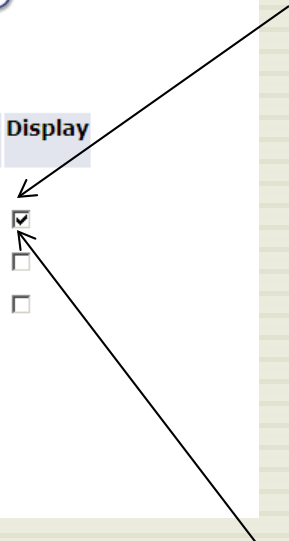
### Scheduled Meeting Times

| 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<br>(0000-2359) | To Time<br>(0000-2359) | Day of the Week<br>M T W F S U   | Contact Number | Location | From Date<br>(MM/DD/YYYY) | To Date<br>(MM/DD/YYYY) | Display                             |
|--------------------------|------------------------|--|----------------|----------|---------------------------|-------------------------|-------------------------------------|
| 1300                     | 1400                   | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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"/>            |

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


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       | Denice A. McCauley (P)  |

### 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       | Denice A. McCauley (P)  |

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

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# Questions?

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- Please contact the Office of Instruction for further information or questions at 763-7919