



LSE For You:
Office Hours

Student Handbook

Version 1.0

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5 STUDENT

5.1 What is a 'Student'?

The Student is the person who wishes to book an appointment with an Academic. To use Office Hours, the Student must be a current LSE undergraduate or postgraduate student.

5.2 Student Main Menu

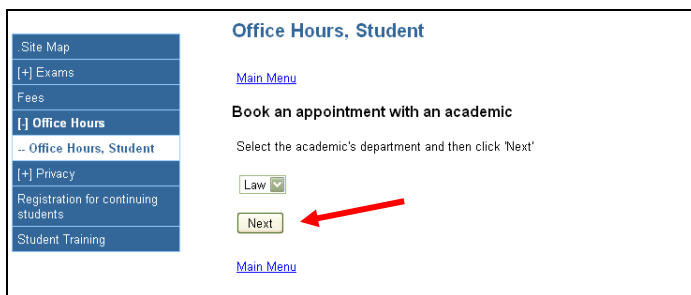
The Student has two options available on their main menu – 'book an appointment with an academic' and 'view my appointments'.

5.3 Booking and cancelling appointments

To book an appointment with an Academic, click 'book an appointment with an academic' from the main menu.

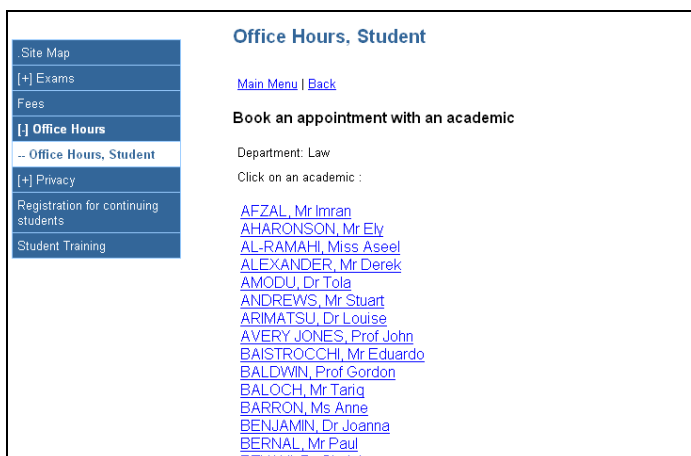
5.3.1 Book appointments

The Student must first select the academic's Department from the drop-down menu and then click the 'next' button.



The screenshot shows the 'Office Hours, Student' page. On the left is a navigation menu with items: Site Map, Exams, Fees, Office Hours (selected), Office Hours, Student, Privacy, Registration for continuing students, and Student Training. The main content area is titled 'Office Hours, Student' and contains a 'Main Menu' link, the heading 'Book an appointment with an academic', and the instruction 'Select the academic's department and then click 'Next''. Below this is a dropdown menu with 'Law' selected and a 'Next' button. A red arrow points to the 'Next' button. A second 'Main Menu' link is at the bottom.

A list of all Academics in the chosen Department will be shown. The Student must click one Academic.



The screenshot shows the 'Office Hours, Student' page after selecting 'Law'. The navigation menu is the same. The main content area is titled 'Office Hours, Student' and contains a 'Main Menu | Back' link, the heading 'Book an appointment with an academic', and the text 'Department: Law' and 'Click on an academic :'. Below this is a list of academic names with blue underlined links: AFZAL, Mr Imran; AHARONSON, Mr Ely; AL-RAMAHI, Miss Aseel; ALEXANDER, Mr Derek; AMODU, Dr Tola; ANDREWS, Mr Stuart; ARIMATSU, Dr Louise; AVERY JONES, Prof John; BAISTROCCHI, Mr Eduardo; BALDWIN, Prof Gordon; BALOCH, Mr Tariq; BARRON, Ms Anne; BENJAMIN, Dr Joanna; BERNAL, Mr Paul; and BEYANI, Dr Charles.

The Student will be shown the available Office Hours for the chosen Academic and can click on the one required. They will then be taken to the appointment screen.

As the Academic and/or their Administrator will have told Office Hours how far in advance a Student can book an appointment, the Student will only be able to see the Office Hours within that time frame. For example, if the Academic/Administrator stated that appointments can be made 10 days in advance, the

Student will only see appointments available in the next 10 days. Similarly, if the Academic/Administrator stated that the latest an appointment can be made is 5 hours in advance, the Student will not be able to see an Office Hour within that timeframe.

Office Hours, Student

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Book an appointment with an academic

Department: Law
Academic: MURKENS, Dr Jo
Select relevant Office Hour

Date	Time	Detail	Availability
Sun Apr 5	15:00 - 16:00	Law Department Office Hour - NAB 7.31	
Thu Apr 9	15:00 - 16:00	Law Department Office Hour - NAB 7.31	

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In the appointment screen the Student can book their preferred time slot by clicking the 'book' button next to an available time. A text box will appear asking the Student to enter a reason for their booking. Click the 'submit' button and the appointment will be booked. A message will appear confirming the booking and an email is automatically sent to the Student confirming the booking. The chosen slot will turn green and a 'cancel booking' button will appear.

Unavailable time slots will appear greyed out. This will be because another Student has an appointment booked at that time or because it has been blocked by the Academic or Administrator.

Office Hours, Student

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Student, Appointment Screen

Law Department Office Hour, 09/04/2009 15:00 - 16:00 in NAB 7.31, [MURKENS, Dr Jo](#)

Please note:

- Each meeting slot is 10 minutes in length.
- You can book a maximum of 2 meeting(s).

Time	Meeting
15:00	<input type="button" value="Book"/>
15:10	<input type="button" value="Book"/>
15:20	<input type="button" value="Book"/>
15:30	<input type="button" value="Book"/>
15:40	<input type="button" value="Book"/>
15:50	<input type="button" value="Book"/>

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5.3.2 Cancel appointments

To cancel an appointment, the Student must click the 'cancel booking' button next to their appointment time. A text box will appear asking the Student to enter a reason for the cancellation. Click the 'submit' button and the appointment will be cancelled.

Office Hours, Student

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Student, Appointment Screen

The appointment has been booked for you.

Law Department Office Hour, 09/04/2009 15:00 - 16:00 in NAB 7.31, [MURKENS, Dr Jo](#)

Please note:

- Each meeting slot is 10 minutes in length.
- You can book a maximum of 2 meeting(s).

Time	Meeting
15:00	<input type="button" value="Book"/>
15:10	<input type="button" value="Cancel Booking"/>
15:20	<input type="button" value="Book"/>
15:30	
15:40	<input type="button" value="Book"/>
15:50	<input type="button" value="Book"/>

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5.3.2

5.4 View appointments

To view appointments, click 'view my appointments' from the main menu. The Student will be shown a list of all their forthcoming scheduled appointments, the date and time it is scheduled for, the length of their appointment and the name of the Academic it is with. By clicking the Office Hour in the detail column the Student will be shown the appointment screen. From here they can book another appointment in the Office Hour (see 5.3.1) or cancel their booking (see 5.3.2).

Office Hours, Student

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Student, View Appointments Screen, Apr 2009

<< Mar 2009

Date	Time	Length in minutes	Academic	Detail
Thu Apr 9	15:20	10	MURKENS, Dr Jo	Law Department Office Hour - NAB 7.31
Sat Apr 11	15:30	15	AFZAL, Mr Imran	Default Office Hour - NAB 1.23

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5.4