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.

Channel topic

The channel topic appears in the channel header.

Post below request template and pin to channel

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.
: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)
Request Approval → Slack Calls

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

Share office hour channel to your main classroom
“#office-hr-phys110-milstein”
Students are able to click and join the channel

Use Emoji indicators

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

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

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

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.

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.