

# MAXIMISING THE USE OF THE VIRTUAL OFFICE HOURS



**Rebrand** your office hours using more inviting names like Happy hours, Coffee breaks or Afternoon tea.



**Reduce** the frequency of events and schedule the meetings when they will be most useful, e.g. before an exam or feedback session.



**Announce** the scheduled sessions ahead of time - include them in the schedule and encourage students to include them in their calendar.



**Use** a scheduling tool like Doodle or Google Docs to determine when most students can attend.



**Encourage** students to submit questions prior to the meetings.



**Offer** incentives such as having the opportunity to earn points for attending.



**Record** these sessions for future use.



This infographic was created in collaboration with **Flower Darby**, Faculty Educator, Author and Speaker, USA. It is based on the content of the book 'Small Teaching Online: Applying Learning Science in Online Classes' (2019).

**Reference:**

- Darby, F. & Lang, J. M. (2019). Small Teaching Online: Applying Learning Science in Online Classes. Jossey-Bass. In particular Chapter 4 on Building Community.