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.

Reference:


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).