



# **McALESTER CAMPUS FACULTY HANDBOOK**

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**Adjunct Instructor Orientation  
2014-2015  
McAlester Campus  
Eastern Oklahoma State College**

**Chain of communication**

Your division Dean is your direct supervisor and is the person who approved your hire. Any questions about academic policies, procedures, student issues, scheduling of classes, course materials, etc. should be directed to her or him. Please make sure that s/he has your contact information, including an e-mail address. If you do not have an Eastern e-mail account, please notify your division Dean. You will on occasion receive information and updates from the McAlester and Wilburton staff via your mail box at the McAlester Campus. If you can not reach your division Dean, contact the Office of Academic Affairs (918.465.1830).

**Contact Information**

Dr. Billye Givens, Dean  
Division of Language and Education  
918.465.1764  
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## **Academic policies and procedures**

**Syllabus:** A syllabus using the approved syllabus template must be submitted to your division chair for approval prior to the start of class. Syllabi should be distributed at the **first** class meeting and must be posted to Blackboard. In addition to outlining the course objectives, assignments, your grading policy, and how grades are determined, please explicitly state what your attendance policy is, if you accept late work, if tests and other assignments can be made up, and include the AW policy below. Students need to know your expectations at the beginning of the semester. This may be important as deviation from the syllabus is one of the criteria for a grade appeal. Follow the Eastern syllabus template which can be found on the Faculty Resources webpage at eoscd.edu. If you have questions, contact your division Dean or the Academic Affairs Office.

**AW Grade:** Faculty may administratively withdraw a student from a class for non-attendance after the drop/add period until the published final date to withdraw, typically the end of the 12<sup>th</sup> week in a 16 week semester. An Administrative Withdrawal form must be completed with required signatures and last date of attendance and submitted to the Academic Affairs office. AWs should be used for students who do not attend class for three, *consecutive weeks* of class meetings. The AW policy must be clearly stated in the class syllabus. Do not assign AWs for students who may accumulate many absences, but do so intermittently. An AW may not be assigned for a student who stops attending after the last date to AW/W; assign the student the final grade that was earned.

**I grade:** Students who request an I must have completed a substantial portion of the class, be passing at the time the request is made, and sign an I contract (see appendix). If a student does not complete the course requirements within the agreed upon time limits, the I will become permanent (the student would have to re-enroll in the class to receive credit). You may assign an I to a student without their request if approved by the division chair.

### **“Drop” vs. “Withdraw”:**

- a) “drop” = course is removed from record; no grade is assigned. The term drop is used only during the drop/add period which is the first two weeks of the fall and spring semesters. A student can not add or drop a class after the drop/add period.
- b) “withdraw” = course is on the transcript, but a grade of W (or AW) is assigned. Withdrawal is permitted through the first twelve weeks of the fall and spring semesters. The grade of W (withdrawal) requires the student to complete official paperwork. For grades of AW, please see the AW policy above.

**Change of grade:** if a mistake has been made in a grade calculation, ask your division chair for a Change of Grade form.

**Final exams:** Final exams are to be given during Final Exam week (Dec. 6 through Dec. 10). For evening classes, the final exam is scheduled at the regular class time. Please consult a final exam schedule for day classes. If there is a conflict with another class' final exam, work with the student to find an alternate time. Permission from the Vice President is required to give a final exam early.

## **FERPA:**

The Family Education Rights and Privacy Act of 1974 as amended (FERPA) is a federal law which is designed to protect the privacy of and limit access to the educational records of students. **This means that institutions generally must withhold such information from parents and others who believe their relationship with the student entitles them to have the information**, sometimes even on occasions when the student prefers the information be released. As a result we sometimes encounter frustrated parents, guardians, or spouses who question why they cannot have information about a student's grades, financial obligations, or standing with the College.

**Education records generally covered by federal privacy laws include grades, housing information, medical treatment (including hospitalization), enrollment and attendance information, financial status, results of disciplinary proceedings, etc.**

Please understand that if EOSC does not have a signed release, we **CANNOT** release the information under the provisions of FERPA. We are able to release information to a parent/guardian **IF** we have proof of the student's status as a dependent under the Internal Revenue Service Code for the period covered. However, tax returns on file with the college cover the preceding year; often the proof is out of date and may no longer be applicable. Information may also be released if the student has filed a signed release form; FERPA forbids the College to require students to give us such permission.

Students may go to the Registrar's Office to complete a **Request to Share Information form**. When the form is initialed and signed by the student the College officials can disclose information and respond to inquiries from the designated individuals. **No information should be released without proof of identification**. If information is requested over the phone please verify the caller's identity, by requesting the last four digits of their social security number and their date of birth, both of which will be provided on the release form.

All signed release forms will be kept on file in the office of the Registrar's Office, and a student may revise his/her waiver at any time.

You or your department may request a copy of a student's release form by contacting the Registrar's Office by phone at (918) 465-1828. Please do not release any information without a copy of the form in hand.

Registrar's Office  
1301 West Main  
Library Room 105  
(918) 465 1828

## **Important Dates:**

### Fall Semester

Night Classes begin	Aug. 11
Day Classes begin	Aug. 12
Last Day to add a class	Aug. 18
Last day to drop a class	Aug. 22
Labor Day, no classes	Sept. 1
Fall Break, no classes	Oct. 16-17
Last day to withdraw	Oct. 31
Thanksgiving, no classes	Nov. 24-28
Semester ends	Dec. 12
Final Grades due	Dec. 15

### Spring Semester

Classes begin	Jan. 12
MLK Day, no classes	Jan. 19
Last day to add a class	Jan. 16
Last day to drop a class	Jan. 23
Spring Break, no classes	Mar. 16-20
Last day to withdraw	April 10
Semester ends	May 15
Final Grades due	May 18

**Cancelled Classes:** If you must miss a class meeting, please let your Division Dean and the McAlester staff know. If possible, an alternative assignment should be made in advance or through Blackboard.

**Inclement Weather:** If classes are cancelled due to inclement weather, the local radio stations and Tulsa and Ada-Dennison television stations will be notified.

**Blackboard:** Beginning in Fall 2011, all face-to-face classes will have a Blackboard presence. All instructors are required to post the course syllabus on Blackboard and hold one virtual office hour each week.

**WebAdvisor and grades:** The WebAdvisor Portal on Eastern's web site ([www.eosc.edu](http://www.eosc.edu)) allows you to access information about your students and classes.

## HOW TO LOG IN TO WEBADVISOR

You will be able to get your class schedule, class rosters, student profiles, student info, etc, by logging into WebAdvisor. Your username is your first initial and lastname. ex: jweems and your initial password is the last 4 digits of your SSN.

The first time you log in the system will force you to change your password. The new password must be between 6 and 9 characters and must include alpha / numeric values.

You can get to WebAdvisor thru our web site. <http://www.eosc.edu/schedule/> then click on course schedules. The link will be moved to Easterns front page in the near future.

Step 1. Follow link to WebAdvisor. Or you can copy this link to your desktop:  
<http://dtelwebadv.eosc.edu:8080/WebAdvisor/WebAdvisor>

Step 2. Click on Log in

Step 3. Reset your password (first time only)

Step 4. Click on Faculty

From this point you can access your class rosters, post final grades, etc.

### HOW TO POST FINAL GRADES

1. Log in to WebAdvisor from Main Menu (see instructions below)
2. Click on FACULTY tab
3. Click on GRADING
4. Select TERM from drop-down (DO NOT PUT A START OR END DATE) and click SUBMIT
5. Click FINAL from drop-down then CHOOSE CLASS and click SUBMIT
6. Enter grades for each student and click SUBMIT
7. Continue the process for each of your classes

**Miscellaneous:** McAlester staff can provide office supplies, dry erase markers, and other materials. A copy machine is available; ask for instructions at the main reception area.

**EASTERN OKLAHOMA STATE COLLEGE**  
**Incomplete Grade Contract**

<i>To Be Completed by Student</i>	
Student _____	SS# _____
Telephone _____	
Instructor _____	Semester _____ Year _____
Course Prefix and Number _____	Course Section _____
Course Title # _____	

*To Be Completed By Instructor*

All of the following must be true for the student to be eligible to receive a grade of “I”

- Student has satisfactorily completed a substantial portion of the work for the term.
- An unexpected circumstance beyond the student’s control has arisen that makes it impossible for the student to complete the course by the end of the term.
- Student has contacted the instructor in a timely manner to request an “I” grade.
- The Instructor and the student complete and the division chair approves an “I” contract which clearly specifies the remaining work and establishes a deadline for completion.

**It is the student’s personal responsibility to work with the instructor to fulfill the provisions of the “I” Contract.**

Work to be Completed	Date Due	Date Completed
<i>If the provisions of the contract have not been fulfilled by the deadline established, the “I” will become permanent.</i>		

\_\_\_\_\_  
 Instructor

\_\_\_\_\_  
 Division Chair

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Registrar

Copies of this form should be provided to the Instructor, Division Chair, the student, and the Registrar. A grade change form should be completed and submitted to the Registrar upon fulfillment of the “I” Contract.

## **Eastern Oklahoma State College – McAlester Branch Campus Procedure and Informational Sheet for Instructors**

Welcome to Eastern Oklahoma State College – McAlester Branch Campus! The staff at McAlester wants your experience as an instructor to be a good one. We believe the classrooms are currently equipped with the resources you need to be successful in providing quality instruction to the students. The information in this sheet is to assist you with philosophy, procedures, and contact information for various situations that may arise.

### **Campus Philosophy**

Our primary goal as a campus is to provide an environment and facility that is conducive for learning and teaching. We are putting a strong emphasis on maintaining the appearance of the campus. Please assist our staff with maintaining the campus during your time here as an instructor. This campus was built with the help of a generous donor and taxpayer money. It is our duty to work hard at maintaining the facilities and campus.

### **Professionalism**

Our staff wants the McAlester campus to be considered a professional environment in all aspects. The most important aspect of what we do is customer service, whether it is how we conduct ourselves on the phone or face-to-face. Appearance is important in how we present ourselves to the public. The expectation is to **dress in business casual attire Monday-Friday.**

### **Students We Serve**

The McAlester campus primarily serves non-traditional adult students who work during the day and take classes at night, students who want to advance their position at the workplace, students earning a degree to get a better paying job, single parents, as well as recent high school graduates who want to live at home, work, and take classes in a smaller environment. Our students are our primary concern **therefore students are not allowed to bring children to class.** We want to provide an atmosphere that is conducive to learning for ALL of our students.

### **Off-Campus Correspondence**

Before mailing large quantities of letters/memos, please allow the Campus Dean or Advisor to review the material to ensure a second set of eyes for accuracy and content of information. We are a higher education institution and we want printed items to be presented in a professional manner.

## **STUDENT INFORMATION**

### **Tobacco Free Campus**

Please inform the students that effective Aug. 1<sup>st</sup> 2012 all campuses of Eastern Oklahoma State College will be tobacco free (both smoke and smokeless).

### **Student Copy Machine**

A coin operated copy machine is located in the library for student use. The cost per copy is .10. The copiers in the workrooms are for faculty and staff use only.

### **Vending Machines**

Vending machines in both buildings consist of soda and snack machines. Both are located in the front entrance areas.

### **Computer Use in the Library**

The purpose of the computers in the library is to provide access to research materials on-line. The use of these computers for **chat-rooms, games, or inappropriate materials** is not permitted. If students are using a computer inappropriately, they will be asked their name, asked to leave, and a report made to the Campus Dean by the librarian. If a student is using the computer for personal use (typing a paper, etc.), the student may be asked by the librarian to stop if another student needs the computer for research purposes. Students are not to download files, change settings, or play "computer pro." The computers are set in accordance with the campus network system. Please inform students that the hard drives of all library and computer lab computers are occasionally cleared, which means all personal work should be saved to a disk before logging off the system. Computers in the media center are for staff, students, and faculty only. **Children are not allowed in the library, including Eastern students and staff children.** The library computers are now monitored by security software.

### **Computer Use in the Computer Labs**

All guidelines for computer use in the library apply to computer use in the labs. Viewing inappropriate websites may result in loss of privileges in using the computer and/or dismissal from the class.

### **Tutoring Services**

Eastern Oklahoma State College students who need additional instructional assistance can receive **free tutoring** from the Student Support Services Program. This can be done from the McAlester Campus through interactive television (ITV). Students will receive one-to-one tutoring and counselor assistance. For information on how to become a participant, call Sue Lovett at (918) 465-1823 or June Haynes at (918) 465-1822.

## **INSTRUCTOR INFORMATION**

### **Tech Support/Media Assistance**

For assistance with ITV or media equipment, call Josh Amos at Ext. 608 or 679. He is on campus until 8:00 p.m. Monday-Thursday, if a tech support emergency does arise and you are unable to make contact at his extension, call the front desk or library and they will make contact.

### **Library Services**

At this time, all materials in the library are for reference only and therefore unavailable for checkout. The library has a staff person on duty from 8:30 a.m. to 10:00 p.m. Monday-Thursday. You should visit with the librarian about scheduling time for your class to use the library. **Instructors that have students who need to make up tests and/or assignments in a supervised setting may provide materials and schedule this assistance with the librarian. It is your responsibility to copy any materials that you may need copied for ITV classes OR to provide students with access to the materials using Blackboard, the library staff does not have time to make copies for your class.**

### **Computer Lab Usage**

The computer labs in rooms 113 and 201 may be used by instructors for supervised instruction for their classes, but needs to be scheduled in advance. If you need the use of a lab for instructional purposes, please contact the Campus Dean.

### **Staff Copy Machine**

There is a copier in the workrooms of both buildings. The copiers require an ID code. Please visit with Executive Assistant about ID code information.

### **Staff Telephone**

A telephone is in each workroom for faculty use. You must dial 9 for an outside line. Calls to the campus in Wilburton or calls within the campus of McAlester require an extension number only. An extension list should be located near each phone.

### **Faculty Mailboxes**

All instructors, whether full time or adjunct, will have a mailbox located in the Wanda Bass building workroom. Please check your box when you arrive and again when you leave. **Please emphasize to your students that they need to contact you directly, the staff at McAlester WILL NOT take a message for individual instructors.**

### **End of Class Procedures**

If you are the last instructor in a classroom for the evening, please turn off the lights and close the door. This will indicate to the evening custodian that you are finished so the door can be locked and the media equipment turned off.

### **Faculty Offices**

We have two offices located in the Wanda Bass workroom area that have been designated for instructors. The offices have a desk, phone, and computer. This will provide an area to work and/or confer with students.

### **Evening Custodian/Weekend Classes**

The campus has an evening custodian that works from 1:30 p.m. to 10:30 p.m. Monday-Thursday and 8 a.m. – 5 p.m. on Friday. This person will lock the classrooms and set the security alarm at the end of the evening. If you will be teaching a weekend class, this position will usually be the person who will open and close the facility. Please communicate with the Executive Assistant and/or the Campus Dean to ensure a staff member is aware of the weekend your class is in session.

### **Fire Exit Procedures**

On the first day of class, please inform the students of the nearest exit to your classroom. If the fire alarm sounds, please exit the students from the building. Students in the Wanda Bass building need to gather in the far southwest corner of the west parking lot. Students in the Clark Bass building need to gather on the hill east of the building. In both instances, students do not need to gather in the parking lot. If a fire does occur, emergency vehicles will need a clear path in the parking lot. To ensure all students are comfortable with the procedure, you may ask the class if they wish to walk through the procedure.

### **Tornado Safety Procedures**

If we are alerted to the threat of a tornado in the McAlester area, there are designated areas in both buildings where students should be taken as emergency shelter. Shelter areas should not be near doors or windows that link to the outside of the building or in rooms that have outside walls.

#### **\*Wanda Bass Building:**

Wing containing classrooms 101-106 – a) men's and women's restroom

Wing containing classrooms 107-113 – a) hallway in administrative office area; b) all offices and restroom; c) librarian office and storage room

#### **\*Clark Bass Building:**

Wing containing classrooms 201-208 – a) offices 209, 210, 211; b) men's and women's restrooms; c) storage room in the conference center

Wing containing classrooms 220-232 – a) men's and women's restrooms; b) workroom; c) men's and women's private bathrooms; d) office 231; e) room 224 storage closet; f) room 227 storage closet; g) office 223; h) office 226

### **Armed Intruder**

Once notification is sent out faculty/staff should lock all room and exterior doors and turn off all lights. Faculty should instruct students to drop to the ground and quietly gather in an area of the room that is out of the line of sight of the doors and windows. Faculty, staff, visitors, and students should remain quiet in the designated lockdown area until the all clear command is given.

### **Emergency Contact Information**

In obvious situations (student is physically ill/hurt, an out of control student, etc.), 911 is the emergency number that should be used (you do not have to dial 9 when dialing 911). After making the 911 call, immediately call Campus Police officer John Lance Ext. 611 and/or the Campus Director to inform them of the situation. If you have a situation that may require advisement regarding a more minor situation, please follow the same contact procedure of calling either Campus Police or Campus Director.

### **McAlester Staff Contact Information**

Dr. Janet Wansick, Campus Dean  
\*(918) 916-0579 cell  
\*Ext 617  
[jwansick@eossc.edu](mailto:jwansick@eossc.edu)

Ms. Kelly Bogard, Executive Assistant  
\*(918) 426-3554 home  
\*(918) 424-3554 cell  
Ext. 607  
[kbogard@eossc.edu](mailto:kbogard@eossc.edu)

Mr. Josh Amos, Tech Support Specialist  
\*Ext. 608-office & 679-mobile  
[jamos@eossc.edu](mailto:jamos@eossc.edu)

Ms. Anne Brooks, Academic Advisor  
\*Ext. 603  
[abrooks@eossc.edu](mailto:abrooks@eossc.edu)

Ms. Mimi Kelly, Financial Aid  
\*(918) 916-0108 cell  
\*Ext. – 604  
[mkelley@eossc.edu](mailto:mkelley@eossc.edu)

Ms. Sonya Steves, Morning Librarian  
\*Extension 602  
[ssteves@eossc.edu](mailto:ssteves@eossc.edu)

Mr. Roland Newby - Evening Librarian  
\*Extension – 602  
[rnewby@eossc.edu](mailto:rnewby@eossc.edu)

Workroom in Wanda Bass building  
\*Ext. 618  
Workroom in Clark Bass building  
\*Ext. 619

## **Library Procedures for Test Proctoring**

[\*This does not include Compass and ACT testing!]

1. Library is made aware of your test via email or physical tests arriving at the library **WITH TESTING DATES**. Library secures passwords in appropriate manner for that location. **PLEASE** try to let us know at least two day in advance of your test.

2. Students come during our test proctoring hours (intersession and summer hours are different- check with library):

WIBURTON CAMPUS                      Monday – Thursday: 8:00am – 7:30 pm  
Friday                                      8:00am – 3:00pm  
Sunday                                      5:00 pm – 7:30pm

MCALESTER CAMPUS                      Monday – Thursday 8:30am – 8:30pm  
**(Best times 8:30 am – 1:30 pm and 4 pm – 8:30 pm)**  
  
Friday                                      8:30am – 3:30pm  
**(We do not have a librarian on Friday, so students are not monitored as closely)**

IDABEL AND ANTLERS CAMPUSES need to contact coordinator's office for arrangements.

\*If at any time these hours pose a problem for specific students, they may contact their library to try and make special arrangements. Special arrangements are at the discretion of professors and library staff.

3. Library staff member asks student to place all belongings (including cell phones, purse, etc.) in a safe location.
4. Library staff member asks for student ID. **Student must present a PHOTO ID!!**
5. Library staff member notes test # (if applicable), verifies ID, writes time in, and initials.
6. Student SIGNS name on control list for specific class.
7. Library staff member gives any additional instructions specific to that test or instructor. If scratch paper, tables, calculator, any extras are needed, library staff member will share at this time.
8. Student takes exam while staff member CONTINUAL OBSERVES.
9. Student completes exam, notifies staff member, and hands in ALL materials (if applicable).
10. Library staff member writes time out and his or her initials onto the control list.
11. When testing period is over, library staff will turn control list(s) and any other necessary materials into professor.

**\*\*\*EOSC can and will proctor tests for any school and any class. There are no contractual limitations regarding test proctoring.**

## SETTING UP YOUR COURSE ON BLACKBOARD

Sets to follow:

- 1) Log in to blackboard <http://bblearn.eosc.edu/>
- 2) Click on the Courses button at the top left of the screen. In the middle of the screen you should see a course list. Click on the course you would like to work with.
- 3) The **Course Content Area** is the box on the upper left of the screen. You will see a list of items related to the course: Home Page, Information, Content, Discussion, Groups, etc.

### ADDING A COURSE SYLLABUS

- 4) At the upper left of the course content area is a + sign. Hold your cursor over that + sign and a drop down menu will appear.
- 5) Move your cursor down to Create Course Content and click on it. The following box will appear

Add Content Area  
Create Content Area

Name:

Available to Users

- 6) In the Name box, type SYLLABUS. Click in the box to the left of Available to Users. Then click submit.
- 7) In the course content area you should see SYLLABUS listed. (Look toward the bottom of the box on the left). Click on the word SYLLABUS.
- 8) Across the middle of the screen you will see four options, the first is BUILD CONTENT. Hold your cursor over that button.
- 9) From the drop down menu that appears you need to choose syllabus. It should be at the bottom of the left list of words.
- 10) In the Name box, type a name for your syllabus.
- 11) Click on Use Existing File. You can browse for the syllabus you created.
- 12) Then click Submit.

- 13) On the Edit Item page, the name for your syllabus appears. You can select a color for the name.
- 14) In the text box, you can add instructions for your students.
- 15) Under Options, select YES for Permit Users to View this Content. Set any other options you would like.
- 16) Click Submit. You have now successfully added your course syllabus.

### **ADDING EMAIL**

- 17) On the Course Content Area, hold your cursor over the + sign. Scroll down and click on the Create tool link.
- 18) Type EMAIL as the name.
- 19) In Type: click on the box and scroll down to *email* and click.
- 20) Click in the box next to Available to Users. Click Submit.
- 21) You should now see EMAIL in the list in the Course Content Area. You have successfully added email.

### **CREATING YOUR VIRTUAL OFFICE HOUR**

- 22) On the Course Content Area, hold your cursor over the + sign. Scroll down and click on the Create Tool Link.
- 23) Type Virtual Office Hour as the name.
- 24) In Type: click on the box and scroll down to *Collaboration* and click.
- 25) Click to make Available to Users. Click Submit.
- 26) You should now see Virtual Office Hour in the list in the Course Content Area.  
You have successfully added your virtual office hour.

