

How to Get Started Using Numerade OFFICE HOURS

All these steps are available in video format Here: [Office Hours Video](#)

Step 1: Sign up

- Sign up at <https://www.numerade.com/educators/signup/officehours>.

The screenshot shows the Numerade website's 'Become a Numerade Educator' page. On the left, there's a section titled 'Become a Numerade Educator' with a description and two checkboxes: 'Utilize Numerade's new Office Hours tool' and 'Help students ace the material while saving time and energy by creating short video answers'. Below this are profile cards for Josh R., Jen L., Lucas E., and Jonathan S. A central card for Melanie B. highlights her 'B.S. Physics' and 'Ph.D Mathematics' degrees from the California Institute of Technology, accompanied by a 5-star rating. On the right, a 'Sign Up Now' form is displayed with fields for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'PASSWORD', and a 'Join' button at the bottom.

Step 2: Create a Course

- Once signed up, click on “**Office Hours**” to be taken to your Office Hours Dashboard
- Next Click “**Create**” and input the information to create a new course.

The screenshot shows the 'My Courses' section of the Numerade dashboard. At the top, there's a navigation bar with links for 'My Questions', 'My Answers', 'Office Hours', 'Playlists', 'Account', and 'Log out'. Below the navigation bar, the title 'My Courses' is centered. A prominent 'Create' button with a plus icon and the text 'Add new course/section' is displayed in the center of the page.

Step 3: Onboard Students

- Once you've created a course, you'll be prompted to add in students. Input their emails and share the course code with them.
- Students will then be prompted via email to sign up and input that course code.
- Finally, share this walk through [video](#) with students so they can start using Office Hours.

The screenshot shows a modal window titled 'Add Student to Section' overlaid on a course page. The modal has three buttons at the top: 'Add More Rows', 'Upload CSV*', and 'Cancel CSV'. Below these is a text input field labeled 'STUDENT EMAIL'. At the bottom of the modal are two buttons: 'Submit' and 'Close'. The background shows a course card for 'Astronomy 101' at Azusa Pacific University.

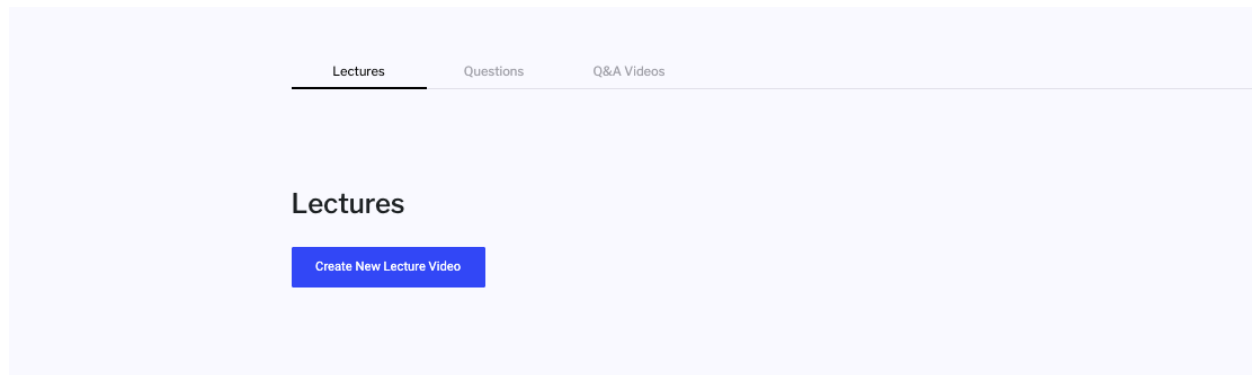
The screenshot shows the course page for 'Astronomy 101' at Azusa Pacific University. The course title 'Mon/Wed/Fri 10:30 - Astronomy 101' is prominently displayed. Below the title, the university name 'Azusa Pacific University' and a course code 'L84WVCPsim-iCSX5XbtrMA' are visible. A red arrow points to the course code.

Using Numerade OFFICE HOURS

All these steps are available in video format Here: [Office Hours Video](#)

Creating Lecture Videos:

- To create a lecture video simply click “[create a video](#)”, which will take you to the Numerade Whiteboard control panel.
- If you already have a video file you want to upload, click “[manually upload](#)”
- Once a Video is created, students will be notified via email
- For information on using the Numerade whiteboard watch this video: [How to use the Numerade Whiteboard](#)



Asking and Answering Student Questions

- A student can ask their instructor a question, and once they do the instructor will be notified via email
- In your dashboard under the “[Questions](#)” tab you will see a question. Simply click “[answer](#)” and you’ll be taken to the Numerade Whiteboard Control Panel
- Once you complete or upload a video students will be notified and you can see these completed video in the “[Q and A Videos](#)” tab

Questions

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1

Really, do aliens exist?!

Jane Doe

Answer



^
0

Do Aliens Exist?

Jane Doe

Answer



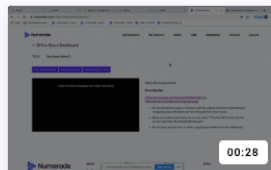
[View All Questions](#)

Lectures

Questions

Q&A Videos

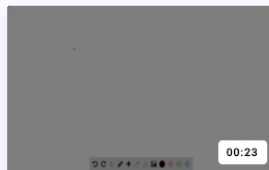
Q&A Videos



ARE THERE ALIENS? ...

Are there aliens?

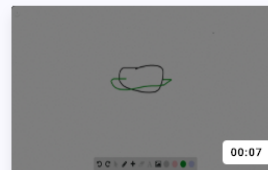
Mon/Wed/Fri
Astronomy 101



ARE THERE ALIENS? ...

Are there aliens?

Mon/Wed/Fri
Astronomy 101



WHAT WAS COVER DURING THE 1ST ...

What was cover during the 1st week?

Mon/Wed/Fri
Astronomy 101



[View All Videos](#)