

Scheduling Class Sessions or Online Office Hours Through Zoom

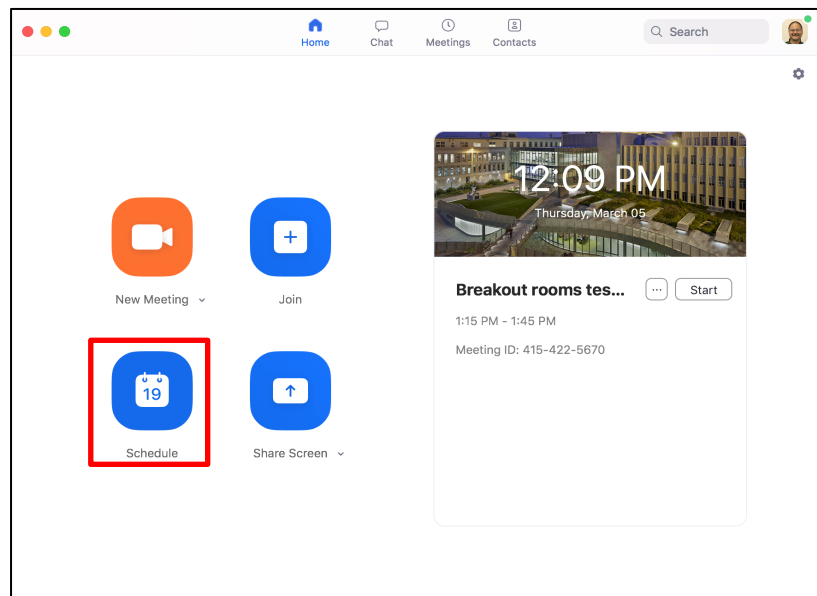
For those situations where it is not possible to have office hours in person, you can schedule online sessions for students to connect online to your virtual office hours.

Schedule Individual Appointments Through the Zoom App

If there is a need to have an individual appointment with a student, schedule the meeting through the Zoom app on your Mac or PC.

First open the Zoom app on your Mac or PC and login through Single Sign On (SSO).

Next, click on the **Schedule** button to begin the process.



1. Enter the name for the office hours event and fill out the day, time and duration for the session.
2. Choose whether you want to use a unique meeting ID or your Personal Meeting ID
3. Make sure that video is on for both host and participants and leave the audio option to Telephone and Computer Audio
4. Choose Google Calendar as the calendar choice to put the event on your USF Google Calendar.

1

Schedule Meeting
 Topic

 Date
 to
☐ Recurring meeting Time Zone: Pacific Time (US and Canada)

2

Meeting ID
☐ Generate Automatically ☒ Personal Meeting ID 415-422-5670
 Password
☐ Require meeting password

3

Video
 Host ☒ On ☐ Off Participants ☒ On ☐ Off
 Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
 Dial in from United States [Edit](#)

4

Calendar
☐ iCal ☒ Google Calendar ☐ Outlook ☐ Other Calendars
 Advanced Options

5. Click on the dropdown icon next to Advanced Options to view additional choices. You may want to allow the students to enter the meeting before the host or enable the **waiting room** to control who enters the meeting. Once you finish filling out the criteria for the meeting click the button **Schedule**.

Advanced Options ^

☒ **Enable Waiting Room**

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

☒ Enable join before host

☐ Mute participants on entry

☐ Only authenticated users can join: Sign in to Zoom

☐ Automatically record meeting

Alternative Hosts:

Example: john@company.com; peter@school.edu

Cancel Schedule

6. Your web browser will open to Google Calendar; choose your USF Google Calendar.

Sign in with Google

Choose an account
to continue to Zoom

Kenneth J Yoshioka
yoshioka@usfca.edu

Use another account

Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

7. Google will always ask if you want to allow Zoom to have access to your calendar; click **Allow** to continue.

Sign in with Google

Confirm your choices

yoshioka@usfca.edu

You already gave Zoom access to:

- View and edit events on all your calendars

Make sure you trust Zoom

You may be sharing sensitive info with this site or app. Learn about how Zoom will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel Allow

8. The calendar event will open showing all of the criteria for the office hours meeting including the Zoom meeting link. Add the student with their @dons.usfca.edu address to invite them to the meeting. Click Save to put the event on your Google calendar.

Week 1 Office Hours

Mar 9, 2020 1:00pm to 3:00pm Mar 9, 2020 (GMT-08:00) Pacific Time - Los Angeles Time zone

☐ All day Does not repeat

Event Details Find a Time

<https://usfca.zoom.us/j/4154225670>

Join Zoom Meeting

Add conferencing

Notification 30 minutes X

Add notification

Kenneth J Yoshioka

Busy Default visibility

Ken Yoshioka is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://usfca.zoom.us/j/4154225670>

Meeting ID: 415 422 5670

One tap mobile
+16699006833,4154225670# US (San Jose)
+16465588656,4154225670# US (New York)

Guests Rooms

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

9. On the day of the office hours, you can start the meeting from either the **calendar event** or from the **Meetings tab** in the Zoom app.

Week 1 Office Hours
Monday, March 9 · 1:00 – 3:00pm

Join Zoom Meeting

<https://usfca.zoom.us/j/4154225670>

Ken Yoshioka is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://usfca.zoom.us/j/4154225670>

Meeting ID: 415 422 5670

One tap mobile
[+1 669 900 6833](tel:+16699006833), 4154225670# US (San Jose)
[+1 646 558 8656](tel:+16465588656), 4154225670# US (New York)

Dial by your location
[+1 669 900 6833](tel:+16699006833) US (San Jose)
[+1 646 558 8656](tel:+16465588656) US (New York)

Meeting ID: 415 422 5670
Find your local number:
<https://usfca.zoom.us/j/4154225670>

30 minutes before

Kenneth J Yoshioka

Meetings

Upcoming Recorded

415-422-5670
My Personal Meeting ID (PMI)

Today

Breakout rooms test session
1:15 PM - 1:45 PM
Meeting ID: 415-422-5670

Mon, Mar 09, 2020

Week 1 Office Hours
1:00 PM - 3:00 PM
Meeting ID: 415-422-5670

Start Copy Invitation Edit Delete

Join from a Room

Show Meeting Invitation

Schedule Zoom Class/Group Office Hour Meetings in Canvas

For sessions that should be accessible by the entire class, you can schedule and start Zoom class/office hour meetings is through an integration in Canvas. First access your Canvas course and click on the **Settings** link in the left navigation column.

In the settings page, click on the Navigation tab and drag and drop the Zoom link from the lower disabled tool section to the active navigation section.

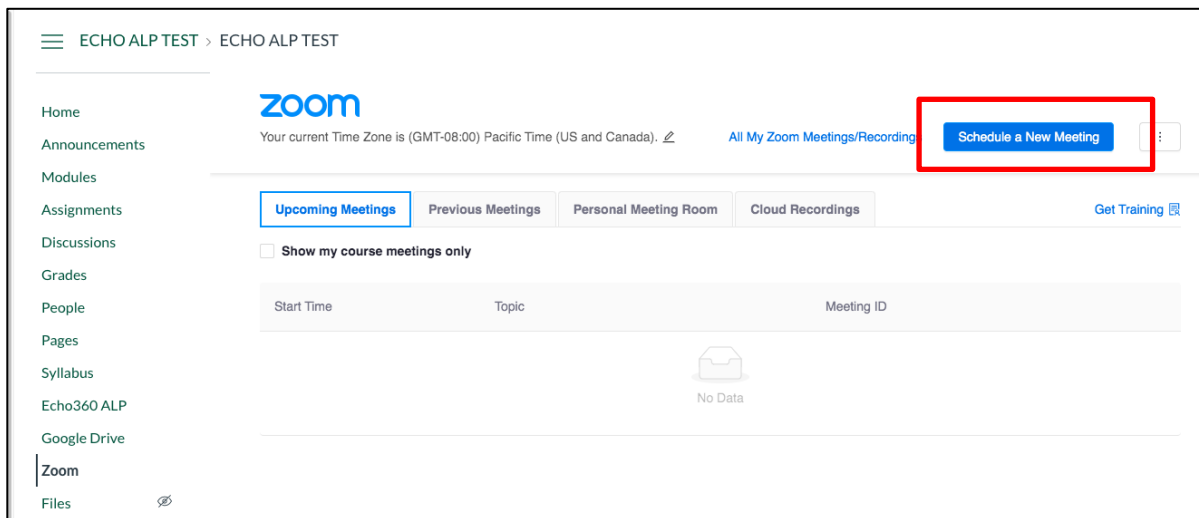
Drag and drop items to reorder them in the course navigation.

Active Navigation	Disabled Navigation
Home	Digital Dropbox <small>Page disabled, won't appear in navigation</small>
Announcements	Flipgrid <small>Page disabled, won't appear in navigation</small>
Modules	Chat <small>Page disabled, won't appear in navigation</small>
Assignments	
Discussions	
Grades	
People	
Pages	
Syllabus	
Echo360 ALP	
Google Drive	
Zoom	

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Teachers: 2

Scroll to the bottom of the settings page and Click the button Save to confirm the change. Once the change is saved, click on the Zoom link in the left navigation bar to access your USF Zoom account and click the link **Schedule a New Meeting**.



1. Enter the name for the class/office hours meeting in the **Topic** field and fill out the day, time and duration for the session.

 This screenshot shows the 'Schedule a Meeting' form in the Zoom interface. The breadcrumb trail at the top reads 'Course Meetings > Schedule a Meeting'. The form contains several input fields:

- Topic:** A text box containing 'Week 2 Office Hours'.
- Description (Optional):** A larger text box with the placeholder 'Enter your meeting description'.
- When:** A section containing a date picker set to '03/16/2020', a time dropdown set to '1:00', and a PM/AM dropdown set to 'PM'.
- Duration:** A section with two dropdowns for hours (set to '3') and minutes (set to '0').
- Time Zone:** A dropdown menu set to 'GMT-08:00 Pacific Time (US and Canada)'.

 At the bottom of the form, there is a checkbox labeled 'Recurring meeting' which is currently unchecked.

2. Make sure that video is on for both host and participants and leave the audio option to Telephone and Computer Audio
3. Choose whether you want to use a unique meeting ID or your Personal Meeting ID
4. Enable the **Waiting Room** option if you want to control who enters the class/office hours at any time
5. Click Save to finish the scheduling.

Registration ☐ Required

Video
 Host ☒ on ☐ off
 Participant ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Meeting Options
☐ Require meeting password
☒ Enable join before host
☐ Mute participants upon entry ⓘ
☐ Use Personal Meeting ID 4154225670
☒ **Enable waiting room**
☐ Record the meeting automatically

Alternative Hosts

The meeting will show in the list for upcoming meetings. You, as instructor would click on the **Start** link to open the Zoom app and start the class/office hours meeting.

USF

ECHO ALP TEST > ECHO ALP TEST

Home
 Announcements
 Modules
 Assignments
 Discussions
 Grades
 People
 Pages
 Syllabus
 Echo360 ALP
 Google Drive
 Zoom
 Files

zoom

Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Mon, Mar 16 1:00 PM	Week 2 Office Hours	415-422-5670	Start Delete

< 1 >

Conversely, the students can click on the Zoom link in the course navigation column and see the scheduled class/office hours meeting. Students would click **Join** to open the Zoom app and enter the session for office hours.

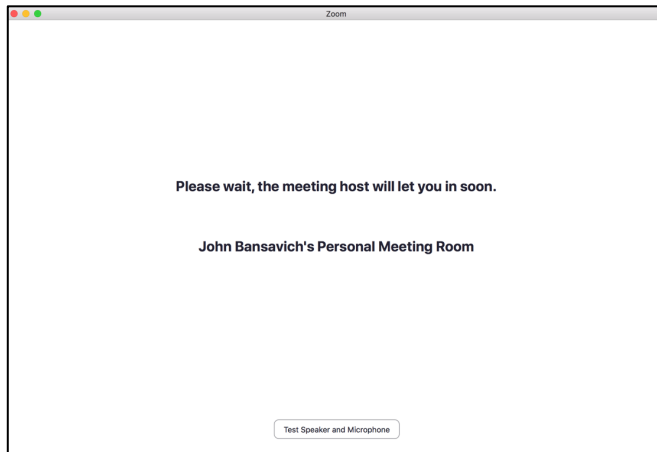
The screenshot displays the Zoom interface within a Canvas LMS course. The left sidebar contains a navigation menu with items like Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, and Zoom. The main area shows the Zoom logo and the course name 'ECHO ALP TEST'. Below this, there's a section for 'Upcoming Meetings' with a table listing meetings. The first meeting is 'Week 2 Office Hours' on 'Mon, Mar 16 1:00 PM' with Meeting ID '415-422-5670'. A 'Join' button is visible next to the meeting ID, highlighted with a red box. There are also tabs for 'Previous Meetings' and 'Cloud Recordings', and a 'Get Training' link.

If you do use the Enable Waiting room feature, you will want to notify the students that the office hours are set up for single student admission at any time and that if the student is not in the meeting currently, that they will be in the waiting room. You may want to schedule when the students want to drop in so they join at their scheduled time, using the Canvas scheduler:

<https://community.canvaslms.com/docs/DOC-12920-4152716604>

Also remember that the Zoom integration is a scheduler and not access to your full Zoom account. You will not be able to access your profile, account settings or some features like registration, polls and pre-assignment of breakout rooms. You can schedule the meeting here and then access the meeting on your USF Zoom account page at the <https://usfca.zoom.us> site.

In the meeting, you can bring up the Manage Participants panel and when a student joins the session they will be placed in the waiting room. They will see a message saying the host will be admitting them into the room.



The host will see in the Manage Participants panel a notification that another person is waiting to enter the room. The host can then click **Admit** to allow entry.

