Schedule Zoom Class/Group Office Hour Meetings in Canvas
You can schedule and start Zoom class/office hour meetings 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.
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.
2. In the security section, select one of the options to secure the meeting. If you are also scheduling meetings that are going to be open office hours, you can select passcode to reduce the need to admit participants through the waiting room. If you set your waiting room to hold only those outside of the USF account, you can select waiting room and have all of the participants make sure to sign into their Zoom app on their computers or mobile devices with single sign on (SSO) to bypass the waiting room. The authenticated users restricts the meeting to only USF Zoom account holders and does not allow you to invite participants from outside the university. Use this only if every participant who is joining is from USF and signed into the Zoom app with SSO.

3. Registration is used only for meetings that are going to require a registration to join like a public event. For a class registration is not necessary.

4. Decide whether video is on for both host and participants and leave the audio option to Telephone and Computer Audio

5. Choose whether you want to use a unique meeting ID or your Personal Meeting ID—it is highly recommended that you do not use your Personal Meeting ID for class meetings.

6. Click Save to finish the scheduling.
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.

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 class/office hours.
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.