

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.

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

| | |
|---------------|---|
| Home | |
| Announcements | ⋮ |
| Modules | ⋮ |
| 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.

| | | |
|-----------------|---|---|
| Digital Dropbox | ⋮ | Page disabled, won't appear in navigation |
| Flipgrid | ⋮ | Page disabled, won't appear in navigation |
| Chat | ⋮ | Page disabled, won't appear in navigation |

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**.

The screenshot shows the Zoom web interface for a user named 'ECHO ALP TEST'. The left navigation bar includes links for Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, Zoom, and Files. The main content area displays the Zoom logo, the user's current time zone (GMT-08:00 Pacific Time), and a link to 'All My Zoom Meetings/Recording'. A blue button labeled 'Schedule a New Meeting' is highlighted with a red rectangular box. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox for 'Show my course meetings only' is present. A table with columns for 'Start Time', 'Topic', and 'Meeting ID' is shown, but it contains 'No Data'.

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.

The screenshot shows the 'Schedule a Meeting' form in the Zoom interface. The breadcrumb trail is 'Course Meetings > Schedule a Meeting'. The form includes the following fields:

- Topic:** A text input field containing 'Week 2 Office Hours'.
- Description (Optional):** A text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/16/2020', a time picker set to '1:00', and a PM/AM selector set to 'PM'.
- Duration:** A dropdown menu set to '3' hours and another dropdown menu set to '0' minutes.
- Time Zone:** A dropdown menu set to 'GMT-08:00 Pacific Time (US and Canada)'.
- Recurring meeting:** An unchecked checkbox.

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.

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

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.

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 4154225670

Record the meeting automatically

Enable additional data center regions for this meeting

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.

The screenshot shows the Zoom interface for an instructor. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Groups, Calendar, and Inbox. The main content area displays the Zoom logo and the text "Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada)". Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is present. A table lists upcoming meetings with columns for "Start Time", "Topic", and "Meeting ID". The first entry is "Mon, Mar 16 1:00 PM", "Week 2 Office Hours", and "415-422-5670". A red box highlights the "Start" button next to this entry. A "Delete" button is also visible. At the bottom right, there are navigation arrows and a page number "1".

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

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.

The screenshot shows the Zoom interface for a student. The left sidebar contains navigation options: Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, and Zoom. The main content area displays the Zoom logo and the text "Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada)". Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is present. A table lists upcoming meetings with columns for "Start Time", "Topic", and "Meeting ID". The first entry is "Mon, Mar 16 1:00 PM", "Week 2 Office Hours", and "415-422-5670". A red box highlights the "Join" button next to this entry. At the bottom right, there are navigation arrows and a page number "1".

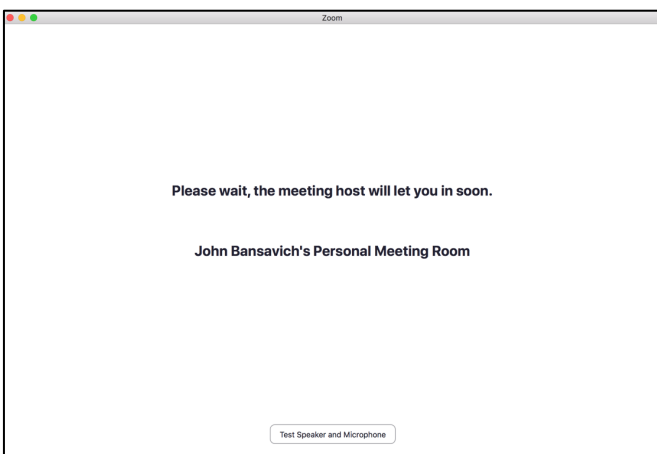
| Start Time | Topic | Meeting ID |
|---------------------|---------------------|--------------|
| Mon, Mar 16 1:00 PM | Week 2 Office Hours | 415-422-5670 |

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:

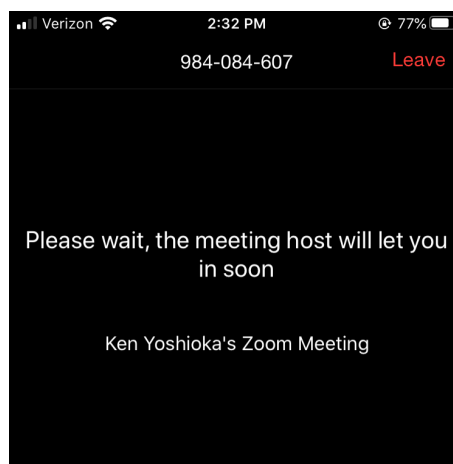
<https://community.canvaslms.com/docs/DOC-12920-4152716604>

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.



Waiting room seen on the computer



Waiting room seen on mobile

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.

