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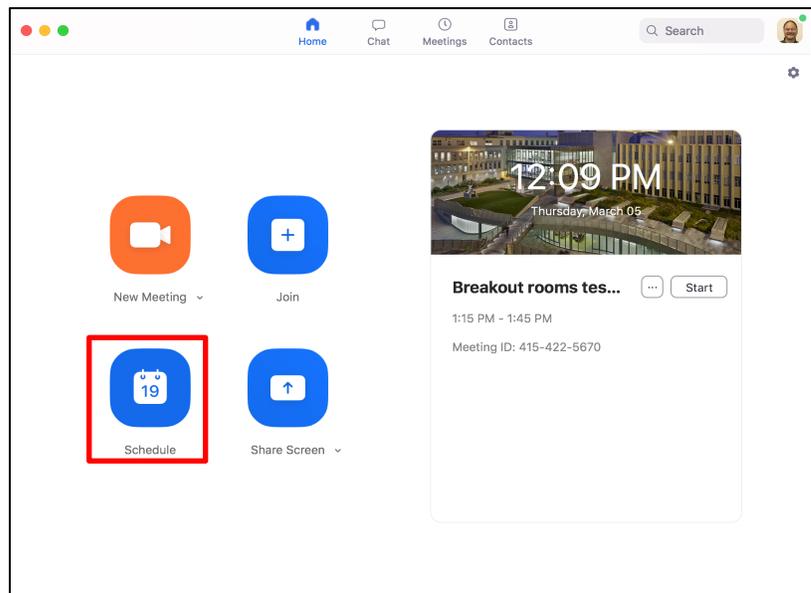
1. Enter the name for the office hours event and fill out the day, time and duration for the session.
2. Choose whether you want to use a unique meeting ID or your Personal Meeting ID
3. Make sure that video is on for both host and participants and leave the audio option to Telephone and Computer Audio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

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**.

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

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

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.
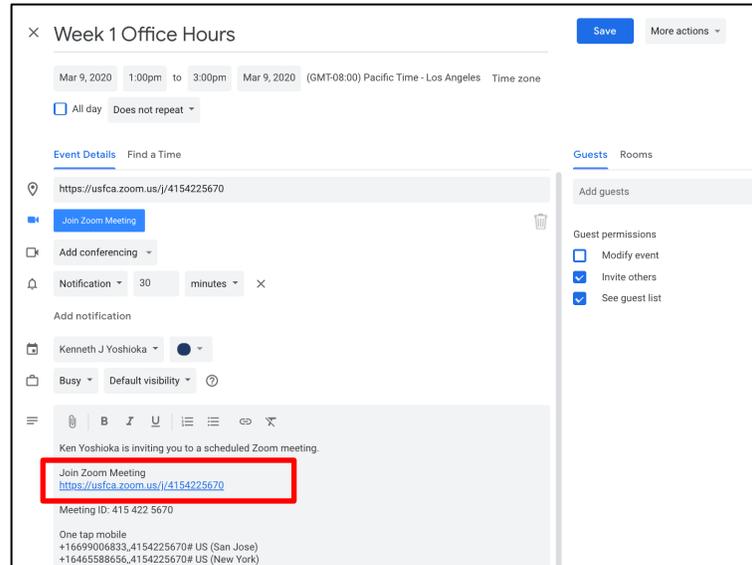
9. On the day of the office hours, you can start the meeting from either the **calendar event** or from the **Meetings tab** in the Zoom app.
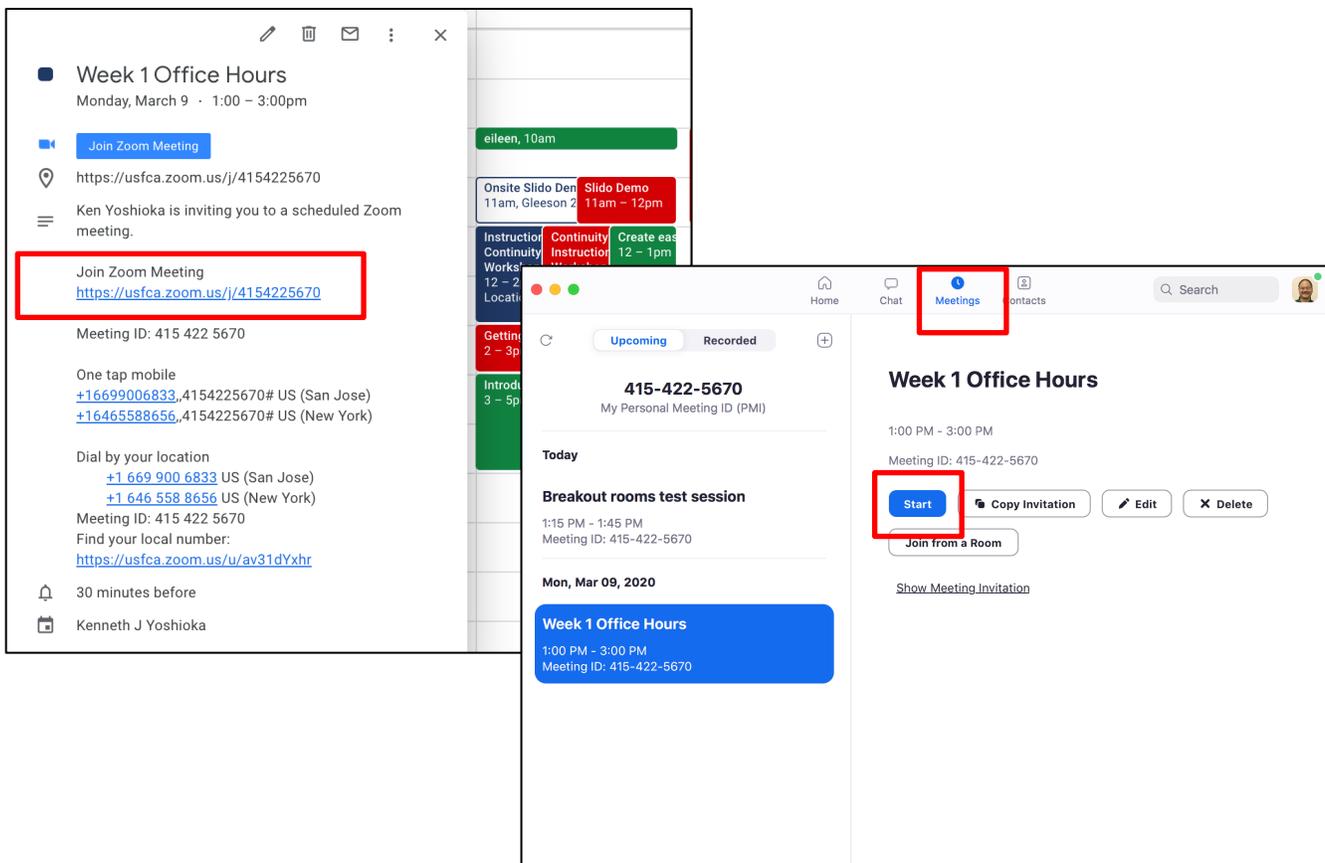
Schedule Zoom Class/Group Office Hour Meetings in Canvas

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.

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. 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.

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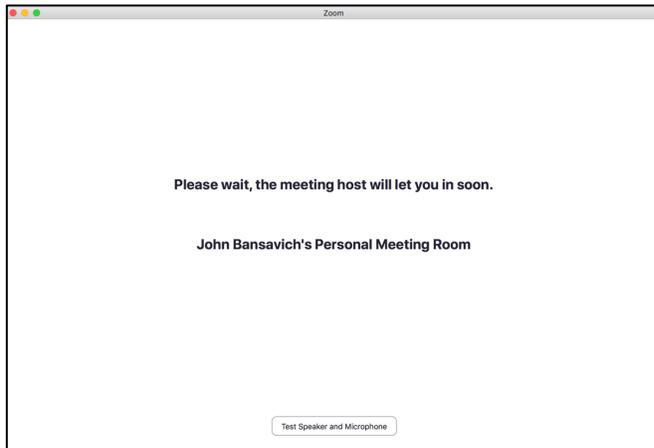
The host will see in the Manage Participants panel a notification that another person is waiting to enter the room. The host can then click **Admit** to allow entry.