

# Scheduling Class Sessions or Online Office Hours Through Zoom

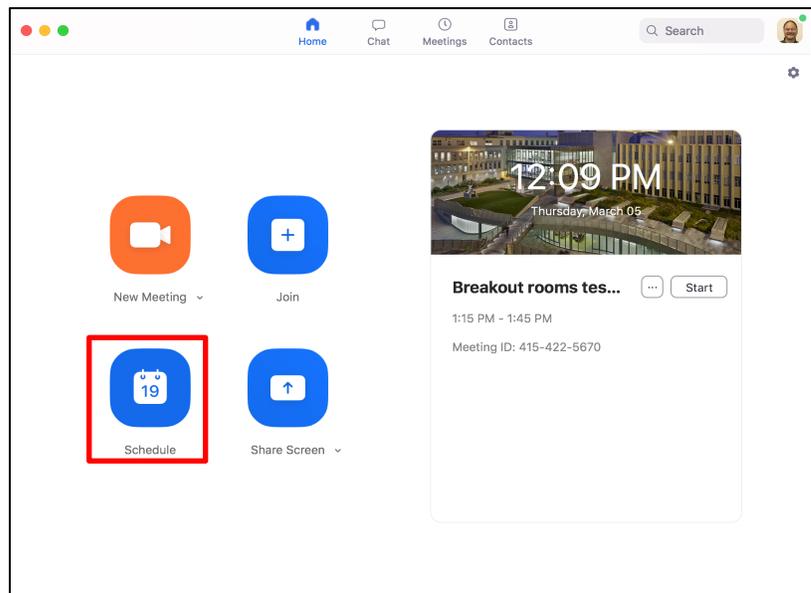
For those situations where it is not possible to have office hours in person, you can schedule online sessions for students to connect online to your virtual office hours.

## 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.

### Schedule Meeting

**1**

**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

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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

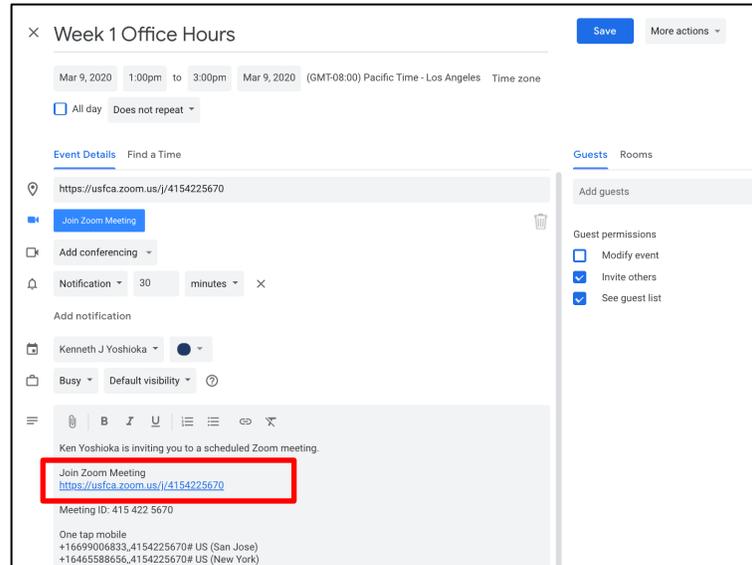
Make sure you trust Zoom

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](#).

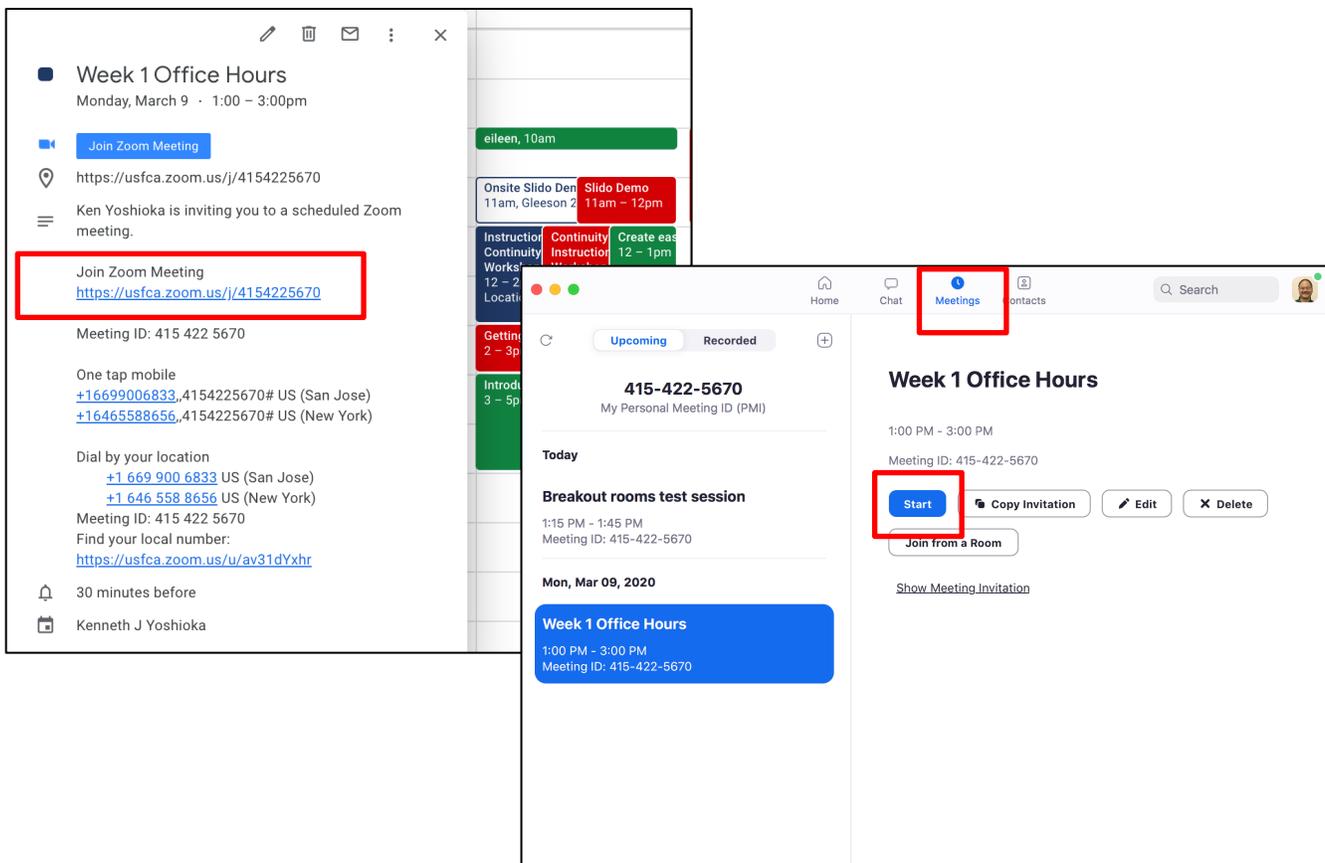
[Learn about the risks](#)

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.



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 through an integration in Canvas. First access your Canvas course and click on the **Settings** link in the left navigation column.

The screenshot shows the Canvas interface for a course titled "ECHO ALP TEST". On the left, a vertical navigation menu includes options like Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, Files, Collaborations, Conferences, Quizzes, Outcomes, and Settings (which is highlighted with a red box). The main content area displays a welcome message and the "echo 360 active learning" logo. On the right, there are several tool buttons such as "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "Student View", and "View Course Analytics". Below these is a "To Do" section with upcoming tasks like "Grade Instrument Practice" and "Grade Test Turnitin assignment".

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.

The screenshot shows the "Settings" page for the "ECHO ALP TEST" course, with the "Navigation" tab selected. The page is divided into two main sections: "Active Navigation" and "Disabled Tools".

**Active Navigation:** A list of items that are currently visible in the course navigation. The items listed are: Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, and Zoom. Each item has a vertical ellipsis menu icon to its right.

**Disabled Tools:** A list of items that are currently hidden from students. The items listed are: Zoom, Digital Dropbox, Flipgrid, and Chat. Each item has a vertical ellipsis menu icon to its right. A red arrow points to the "Zoom" item in this section, indicating it should be moved to the Active Navigation section.

At the bottom right, there is a "Teachers:" label with the number "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. On the left is a navigation menu with items like 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 'Start Time', 'Topic', and 'Meeting ID' is shown, containing a 'No Data' message.

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 larger text input field with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '03/16/2020', a time dropdown set to '1:00', and a PM/AM dropdown set to 'PM'.
- Duration:** Two dropdown menus for hours and minutes, set to '3' hours and '0' minutes.
- Time Zone:** A dropdown menu set to 'GMT-08:00 Pacific Time (US and Canada)'.
- Recurring meeting:** A checkbox that 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

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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

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

Announcements

Modules

Assignments

Discussions

Grades

People

Pages

Syllabus

Echo360 ALP

Google Drive

Zoom

Files

[Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Mon, Mar 16 1:00 PM	<a href="#">Week 2 Office Hours</a>	415-422-5670	<input checked="" type="button" value="Start"/> <input type="button" value="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 shows the Zoom interface within a Canvas LMS course. The course name is 'ECHO ALP TEST'. The Zoom logo is displayed at the top, along with the current time zone: 'Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada)'. Below the logo, there are three tabs: 'Upcoming Meetings' (selected), 'Previous Meetings', and 'Cloud Recordings'. A 'Get Training' link is visible on the right. The main content area displays a table of upcoming meetings:

Start Time	Topic	Meeting ID	
Mon, Mar 16 1:00 PM	Week 2 Office Hours	415-422-5670	<b>Join</b>

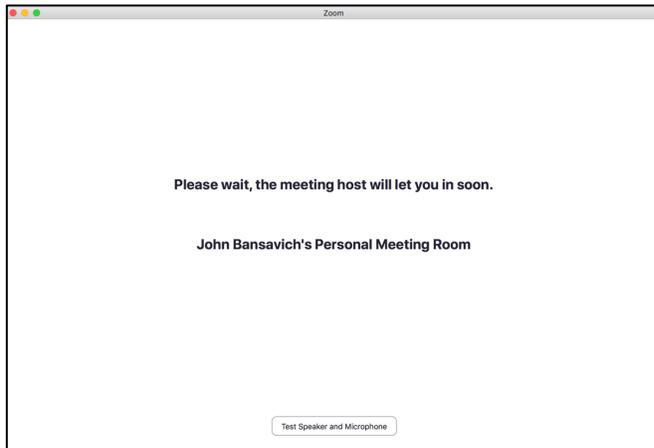
At the bottom right of the table, there are navigation controls: '< 1 >'. On the left side of the interface, a navigation menu lists various course elements: Home, Announcements, Modules, Assignments, Discussions, Grades, People, Pages, Syllabus, Echo360 ALP, Google Drive, and Zoom.

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.

