


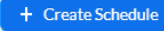

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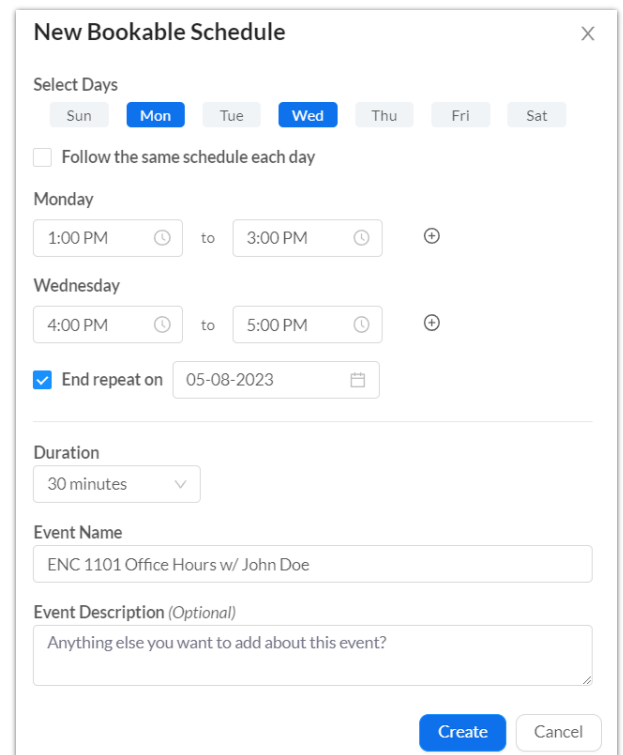
SCHEDULE OFFICE HOURS WITH ZOOM

The **Appointments** tab in the Zoom Canvas integration can schedule bookable office hours within your course. Below are instructions on how to set them up, along with a few notes on what to expect when your students book them. We also included additional links for you and your students at the end of this document.


Please note: to schedule office hours for multiple courses, it is necessary to repeat the steps within their respective Canvas shells. Appointment schedules are set at the course level only and do not carry over to all of your courses.

CREATE OFFICE HOURS SCHEDULE

1. Go to a Canvas course where you want to schedule office hours.
2. Click **Zoom** from the course navigation menu.
3. Click on the **Appointments** tab at the top ( Appointments).
4. Click the **+ Create Schedule** button ().
5. In the **New Bookable Schedule** panel, set the days, times and durations of your office hour time windows.
 - a. Under **Select Days** area, click the corresponding days of the week to toggle them on/off.
 - b. For each day that you pick, set a time window by clicking the **Select time** fields below. To add additional windows, click the + button to the right of the time fields. Alternatively, remove them by clicking the – button.
 - c. To set a final date for this course’s office hours, click the box next to **End repeat on** and set a date in the **Select date** field. Your office hours will repeat weekly until this date.
 - d. Set a duration for your booked appointments by clicking the dropdown menu below **Duration**.
 - e. Use the field below **Event Name** to set a specific name for these appointments (e.g., “ENC 1101 Office Hours w/ John Doe”).
 - f. (Optional) Add any additional information you want to include in the **Event Description** field.
6. When you are finished editing your office hour windows, click the **Create** button ().



New Bookable Schedule Panel

At this point, your students will be able to book appointments with you during the times you specified. To create other schedules for this course, repeat these steps. Furthermore, you can edit previously made schedules by clicking the **Edit** button () next to any bookable schedule within this course. It opens a scheduling panel identical to what you used to create the initial windows.

START/MANAGE YOUR APPOINTMENTS




When your students book an appointment, both host and participant receive emails from **no-reply@zoom.us** with the meeting information, including a start or join URL respectively. Launch the sessions from that URL or from the Zoom Canvas integration as detailed below.

1. From the **Appointments** tab ( Appointments), click the **Upcoming Events** tab located under **Bookable Schedules**.

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INSTRUCTIONAL TECHNOLOGIES

Resource Library

2. Click the **Start** button () next to the meeting you want to launch.
3. If you wish to cancel the appointment, click the **Cancel** () button and confirm by clicking **Yes, Cancel** (). After this, both you and the student receive email notifications confirming the cancellation.

The appointments booked through your schedule also show up in your Zoom desktop/mobile application or the FAU/Zoom web portal (<https://fau-edu.zoom.us>) as long as you sign in to your FAU Zoom account on that device. You can start/manage them through these channels as well.

Lastly, other users in your course with the Teacher or TA role also have the capability of scheduling their own office hour windows. These appointments will not interfere with your booking schedule.

ADDITIONAL LINKS

- Zoom Office Hour Booking Guide for Students: <https://fau.edu/canvas/Files/zoom/book-zoom-office-hours.pdf>
- How to Sign in to Zoom apps with your FAU Zoom account: <https://fau.edu/canvas/Files/zoom/signInToZoomSSO.pdf>
- FAU/Zoom Web Portal: <https://fau-edu.zoom.us>
- Zoom Help Desk Requests for Teachers: <https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=20043>
- Zoom Help Desk Requests for Students: <https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=4089>