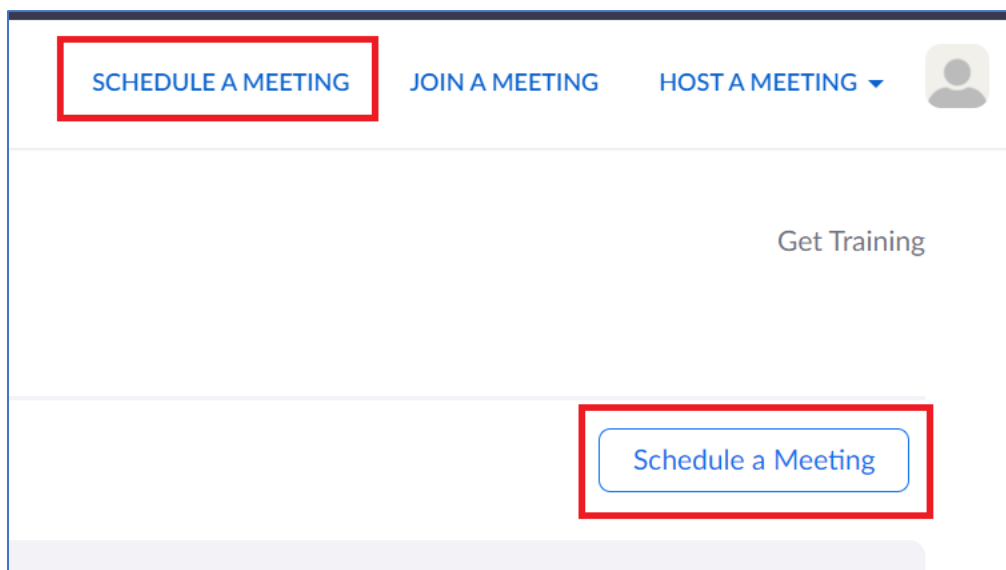


How can I host recurring virtual office hours using Canvas?

If you would like your scheduled office hours to be available through Canvas, do not schedule a Zoom session as you would for your class meetings. Doing so will only make office hours available for the class from which you scheduled the Zoom meetings.

1. If you would like to schedule Zoom meetings that all your classes can access (such as office hours), it is recommend the meeting is scheduled using the zoom.us website (scheduling a recurring meeting through the Zoom desktop app requires additional scheduling using your email client). Once you have logged into zoom.us, select either the “Schedule a Meeting” link or button.




2. On the “Schedule a Meeting” page, enter the topic of the recurring meeting (e.g., “Office Hours”), the date that the recurring meeting will begin, and the duration of each meeting. Then, check the “Recurring meeting” checkbox, select “Weekly” for recurrence, then check the days on which the meeting will occur each week. Lastly, enter the date that the recurring meeting will end.

[My Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min


Time Zone

☒ Recurring meeting **Every week on Tue, Thu, until Dec 9, 2021, 28 occurrence(s)**

Recurrence

Repeat every week

Occurs on ☐ Sun ☐ Mon ☒ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date ☒ By  ☐ After occurrences

Registration ☐ Required

3. You may adjust the remaining settings as desired; however, it is recommended that the “Passcode” checkbox is deselected so students would not need to enter a passcode each time they wish to join your office hours. Then, click the “Save” button.

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

Video

Host

☐ on ☒ off

Participant

☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Both


Dial from United States [Edit](#)

Meeting Options

☐

Allow participants to join anytime

☒

Mute participants upon entry 

☐

Breakout Room pre-assign

☐

Automatically record meeting

☐

Approve or block entry for users from specific countries/regions

Alternative Hosts

Enter user name or email addresses


Save

Cancel

- Once you have saved your recurring meeting, you will see your meetings listed in the “Upcoming” meetings link on the Zoom site. The next step is to share your office hours URL with your students. To find the URL, click the “Office Hours” link of the first meeting listed.

Meetings

[Upcoming](#) [Previous](#) [Personal Room](#) [Meeting Templates](#)

 Start Time to End Time

Tue, Sep 7

10:00 AM - 02:00 PM [Office Hours](#)

Occurrence 6 of 31 Meeting ID: 912 8523 0516

Thu, Sep 9

10:00 AM - 02:00 PM **Office Hours**

Occurrence 7 of 31 Meeting ID: 912 8523 0516


Tue, Sep 14

10:00 AM - 02:00 PM **Office Hours**

Occurrence 8 of 31 Meeting ID: 912 8523 0516

5. On the “Manage...” page, select (i.e., highlight) the invite link and press ctrl+c to copy the link.

[My Meetings](#) > Manage "Office Hours"

Topic	Office Hours	
Time	Sep 7, 2021 10:00 AM Eastern Time (US and Canada) Every week on Tue, Thu, until Dec 2, 2021, 26 occurrence(s) Show all occurrences Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	912 8523 0516	
Security	<input checked="" type="checkbox"/> Passcode <input checked="" type="checkbox"/> Waiting Room <input checked="" type="checkbox"/> Require authentication to join	
Invite Link	https://stetson-edu.zoom.us/j/91285230516	
Video	Host	Off
	Participant	Off
Audio	Computer Audio	
Meeting Options	<input checked="" type="checkbox"/> Allow participants to join anytime <input checked="" type="checkbox"/> Mute participants upon entry  <input checked="" type="checkbox"/> Automatically record meeting <input checked="" type="checkbox"/> Approve or block entry for users from specific countries/regions	

6. In Canvas, click the "Pages" link from the left side navigation menu. If a list of your pages does not appear on the right, click the "View All Pages" button.

Fall 2021-DeLand


[View All Pages](#)

Home

Modules

Grades

Zoom Meeting


Announcements 


LockDown Browser


Cengage


Office Hours


MindTap

Syllabus 

Pages 

Discussions 


Assignments 

People 

Welcome



Course: BSAN 300: Programming for

Instructor: Dr. William Sause



Contact information:
 526E Lynn Business Center
 (386) 740-2539
 wsause@stetson.edu

- From the “Pages” page, click the “+ Page” button in the upper right corner.





 [+ Page](#) 

Page title ▲	Creation date ▼	Last edit ▼
Class Recordings	Aug 10, 2021	Aug 10, 2021

- Enter the name of the page in the provided textbox (e.g., “Office Hours”). Then, press ctrl+v to paste the Zoom URL in the rich content editor. You may also enter a message with your office hours and instructions on how to join your office hours as shown in the image below. Then, click “Save”.

Office Hours

EditViewInsertFormatToolsTable

12pt ▾Paragraph ▾**B***I*UA ▾ ▾ T^2 ▾ ▾ ▾ ▾

Office hours are every Tuesday and Thursday from 10:00 am - 2:00 pm.

To join my office hours, please click the link below.

<https://stetson-edu.zoom.us/j/91285230516>

9. Your “Office Hours” page should now be listed along with your other saved pages. You may click the link to see the page as it will be displayed to your students.

Page title ▴

☐ Class Recordings

☐ Download and Install the Respondus Lockdown Browser

☐ MindTap

☐ Office Hours

☐ Welcome
Front Page

10. It is recommended you include a link to this page in your left side navigation menu in Canvas. To create a link to any page in the navigation menu, follow the instructions from the FAQ “Can I create a link from the navigation menu as I could in Blackboard?”
11. If you would like to copy this page to other course shells so it can be made accessible to your students in other courses, follow the instructions from the FAQ “How can I copy content to another course in Canvas?”