

Scheduling class & office hours

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Scheduling a Zoom Meeting Through Canvas

In this video we show a live demo of the following:

- How to schedule a meeting (i.e. a class or office hours) in Zoom through Canvas
 - How students will access the scheduled meeting
 - How the waiting room feature works when having people join
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Zoom Meeting Security

- **Zoom Class meetings:** Students that are signed into Zoom with their UT Zoom licensed account will be admitted to class meetings immediately. Students signed into Zoom with personal or free accounts are restricted from immediately joining class meetings and will be placed in the Waiting Room
 - **Zoom Office Hours meetings:** To ensure the security of your Zoom office hours sessions, start your meeting early and manually turn on the Waiting Room feature in the Participants list. Then add students from the Waiting Room into your meeting as needed. You can send chat messages to the students in the waiting room to inform them of how long the wait will be
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An Example of Office Hours Scheduled in Zoom and Posted to a Canvas Home Page

This is an example of office hours posted to the homepage of your Canvas site. This method makes it very easy for your students to find your office hours.

This example has 1 Professor (Jimmy Dale) and 1 TA (Sandy Pedrotti.) Each has a unique Zoom office hours meeting that becomes active when the Professor or TA enters that Zoom Room. With "Waiting Room" enabled you will need to allow each of the students in to the room through the participant's dialog.

- Professor Dale has one office hour session that is set up as [recurring, no date range, and a waiting room](#). He shares this session across all his courses (5 classes, 3 courses.) He had to create the office hours session in utexas.zoom.us, rather than in a particular course. As such, it won't show up under the course Zoom link(s). So, he embedded it into the word "Zoom" near the top-left of the screenshot where it talks about his office location.

- This is the Canvas Home Page.



Phone: Office: E-Mail:	Jimmy Dale (Professor) <ul style="list-style-type: none"> • (512) 471-3434 • via Zoom as of 3/30 (physical office: GSB 5.124G) 	Sandi Pedrotti (TA) <ul style="list-style-type: none"> • via Zoom as of 3/30 (physical office: CBA 4.304A)
Office Hours:	<ul style="list-style-type: none"> • MW 2:00–4:00pm (excepting holidays) • TTH 9:30–10:30am (excepting holidays) • or by appointment • No office hours on: 1/22, 2/20, 3/2 	<ul style="list-style-type: none"> • M 12:30–1:30pm • T 9:30–10:30am • or by appointment • No office hours on: 2/11
Class:	<ul style="list-style-type: none"> • #04955 (Jan 21–May 8) • MW 11:00–12:15pm • via Zoom as of 3/30 (formerly, CBA 5.330) 	
Required Course Materials:	<ul style="list-style-type: none"> • Textbook: <i>Contemporary Strategy Analysis</i>, 2019, Custom Edition, based on 10th Edition, Grant, Wiley Publishing, ISBN 978-1119580911 (B&W printed version available at the Co-op) or ISBN 978-1119581826 (eBook version available at the Co-op for students on financial aid, or to rent or purchase for all students via VitalSource at https://www.vitalsource.com/custom/9781119581826 or via Red Shelf https://redshelf.com/book/1036983/). ONE CAUTION: If you decide to rent the eBook, please select the 150 day option (NOT the 90 day option) -- It costs about \$1.70 more and you will have the book for the entire semester. ALSO, the Co-op will have eBook access codes for students who are on financial aid and wish to purchase the book (somewhat more expensive than the above sources). • Supplemental Reading Pack: Purchase from the Co-op • Squarecap: An online tool used for your homework assignments, attendance, & participation (Purchase from squarecap.com). If you're not familiar with Squarecap, click here. 	

- Zoom settings for the recurring meeting

Topic

Jimmy Dale's Office Hours - Man. 374K

☒ Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID

☒ Generated ID 737-803-400 ☐ Personal Meeting ID 277-472-9433

Password

☐ Require meeting password

Video

Host ☐ On ☒ Off Participants ☒ On ☐ Off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

☐ iCal ☐ Google Calendar ☐ Outlook ☒ Other Calendars

Advanced Options ^

- ☒ Enable Waiting Room
- ☒ Enable join before host
- ☐ Mute participants on entry

Cancel

Save

- Zoom notification from the scheduled meeting. This is the Zoom Meeting you will need to link on your Canvas Home Page.

Your recurring meetings are scheduled.

MEETING INVITATION

J Rosenblad is inviting you to a scheduled Zoom meeting.

Topic: Jimmy Dale's Office Hours - Man. 374K
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://utexas.zoom.us/j/737803400>

Meeting ID: 737 803 400

One tap mobile
+13462487799,,737803400# US (Houston)
+16699006833,,737803400# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
877 853 5247 US Toll-free
888 788 0099 US Toll-free
Meeting ID: 737 803 400
Find your local number: <https://utexas.zoom.us/j/737803400>

Join by SIP
737803400@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)

Open

Close

Copy Invitation

- Zoom meeting details in the "Meetings" tab. Just in case you need to edit it later.

Home

Chat

Meetings

Contacts

Upcoming

Recorded

277-472-9433

My Personal Meeting ID (PMI)

Recurring

Jimmy Dale's Office Hours - Man. 374K

Meeting ID: 737-803-400

Media Online Help Desk

Meeting ID: 944-565-534

My Personal Meeting ID (PMI)

277-472-9433

Personal Link: <https://utexas.zoom.us/my/kazoo>

Start

Copy Invitation

Edit

Join from a Room

[Show Meeting Invitation](#)

An Alternate Example of Office Hours Scheduled in Zoom and Posted to a Canvas Home Page

- Create a recurring open-ended meeting in Zoom (as in the example above) for your office hours and place the link on your Canvas course page. Your students might find it helpful if you create a simple weekly calendar and have the office hours meeting link available in the calendar as displayed here:

The screenshot shows a Canvas course page with a sidebar on the left containing links to Piazza, Modules, Discussions, Pages, Outcomes, People, Collaborations, Conferences, Zoom, McCombs Student Instructional Wiki, Panopto Video, and Settings. The main content area displays a weekly schedule table. A red circle highlights the Monday entry, which includes 'TA Office hours 3:30-5 PM CBA 4.304A (Space B)' and a Zoom link. A red arrow points from this link to another red circle on the Tuesday entry, which includes 'Office hours Roberts Noon-3 PM CBA 3.420'. The Zoom link in the Tuesday entry is also circled in red. The Zoom link in the Tuesday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Monday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Tuesday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Wednesday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Thursday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Friday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Saturday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Sunday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Monday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Tuesday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Wednesday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Thursday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Friday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Saturday entry is: <https://utexas.zoom.us/j/918765537>. The Zoom link in the Sunday entry is: <https://utexas.zoom.us/j/918765537>.

Monday	Tuesday	Wednesday	Thursday	Friday
TA Office hours 3:30-5 PM CBA 4.304A (Space B) R Tutorial 5-6 PM MOD Lab (Cancelled 2/17 and 2/24)	Office hours Roberts Noon-3 PM CBA 3.420 TA Office hours 3-7 PM CBA 4.304A (Space C)	TA Office hours 9 AM-2:30 PM CBA 4.304A (Space C) TA Office hours 3:30-7 PM CBA 4.304A (Space C)	TA Office hours 8:30-10:30 AM CBA 4.304A (Space B) Office hours Roberts Noon-3 pm CBA 3.420 TA Office hours 3:30-5 PM CBA 4.304A (Space C)	happy FRIDAY

- If you prefer you can notify your classes or sections about your office hours through an email. In either case, you would place the link generated by Zoom (non-working example link: <https://utexas.zoom.us/j/918765537>) on your Canvas course page (as a text link or in a calendar that you create) or in the email sent to students.
- You may wish to enable the [Waiting Room](#) feature for your office hours meetings and admit/remove users to the meeting one at a time or in groups.

Other Important Tips:

- Schedule student sessions (classes, office hours) in Canvas** - For classes and office hours, it's almost *a/ways* best to schedule those sessions in Canvas and make sure the teacher/TA/students enter the session through the links in Canvas. This reduces the chance of a student joining with their free Zoom account or someone outside of UT joining the session.
- Remember to set up an alternate host for classes and office hours** - For more details see the important tips posted here on the [Managing Zoom Settings](#) page.

Still need help?

For **McCombs faculty**, please contact Media Services via email or phone:

- Email ZoomHelp@mcombs.utexas.edu
- Call 512-232-6679 (GSB/CBA) and 512-232-4646 (RRH)

For all other UT faculty, please contact your respective college or school