Online Office Hours with Zoom and Canvas

This content can also be accessed through a short video by clicking this link.

What Zoom link should I use?

Log in to Zoom by visiting georgetown.zoom.us and clicking Sign In. You can use either your Personal Meeting ID (PMI), or schedule a recurring meeting, which will give your Office Hour Zoom sessions a unique meeting ID.

How do I create Appointment Groups in Canvas?

Click the Calendar icon on the left-hand navigation menu from anywhere within Canvas. Click the + button in the upper-right corner to create a new event, and then select the Appointment Group tab. Enter all of the following information:

1. A name for the appointment group
2. The Calendars (classes) for which you’d like to create the appointments (via the Select Calendars button)
3. The date and time range for the appointment group
4. Your Zoom link, in the Details field.

You’ll likely also want to set it such that time slots are limited to 1 user each, unless you’d like to create group office hours. If you are creating group office hours, you also have the option to allow or disallow students from seeing who has signed up for a time slot for which there are still slots available.

You can also limit participants to only signing up for a certain number of time slots per appointment group.

**How do students sign up for Office Hours?**

Students will go to their own Calendar page within Canvas and click on the **Find Appointment** button on the right-hand side. They’ll be asked which class they’d like to find appointments for, and after confirming, they’ll see all available Appointment slots on their own calendar. They can click on any slot to Reserve it, and on that same popup they’ll also see the Zoom link that was previously pasted into the Details field.
Note that, when using Canvas to schedule appointments, waitlisted students will be unable to reserve time slots. For these students, we recommend that instructors use Google Calendar appointment slots.