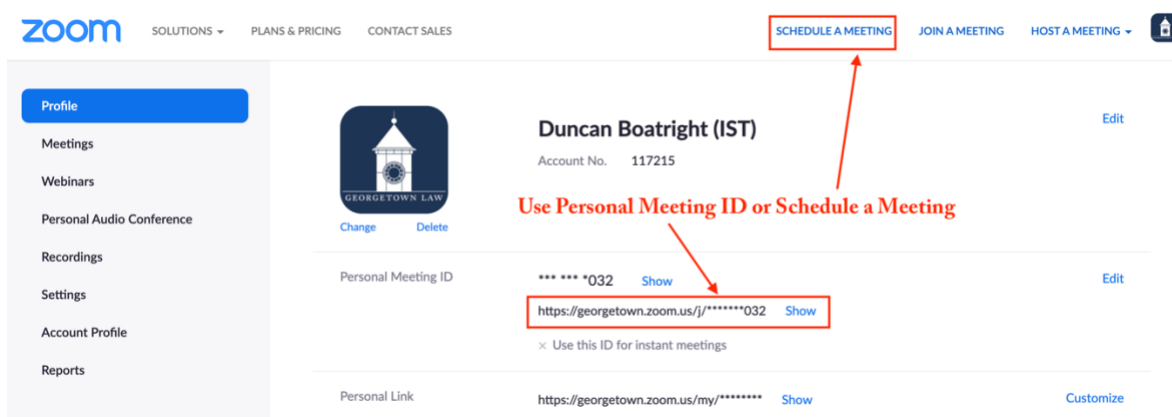


Online Office Hours with Zoom and Canvas

[This content can also be accessed through a short video by clicking this link.](#)

What Zoom link should I use?



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Duncan Boatright (IST) Edit

Account No. 117215

Use Personal Meeting ID or Schedule a Meeting

Personal Meeting ID *** ** *032 Show Edit

https://georgetown.zoom.us/j/*****032 Show

× Use this ID for instant meetings

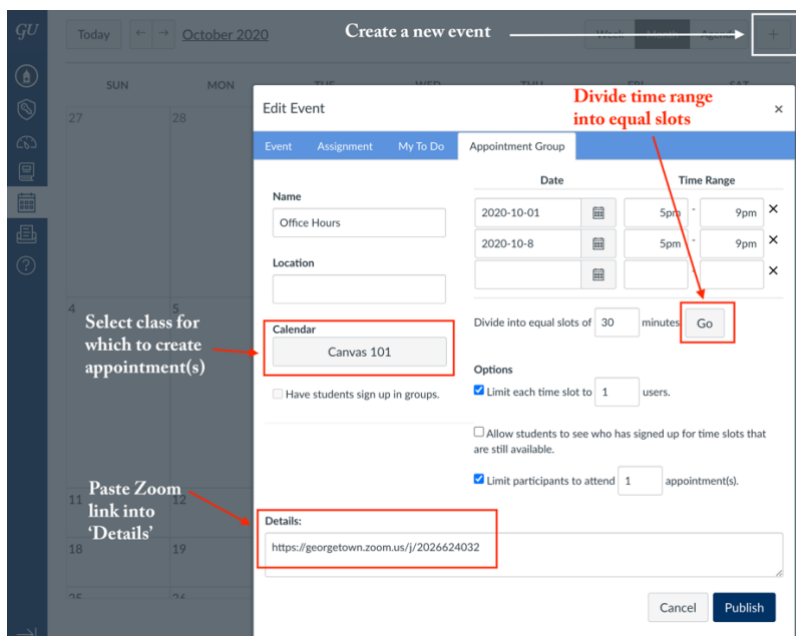
Personal Link https://georgetown.zoom.us/my/***** Show Customize

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)



GU Today → October 2020 Create a new event

Edit Event

Event Assignment My To Do Appointment Group

Name Office Hours

Location

Calendar Canvas 101

Date 2020-10-01 2020-10-8

Time Range 5pm - 9pm 5pm - 9pm

Divide into equal slots of 30 minutes Go

Options

Have students sign up in groups.

Limit each time slot to 1 users.

Allow students to see who has signed up for time slots that are still available.

Limit participants to attend 1 appointment(s).

Details: <https://georgetown.zoom.us/j/2026624032>

Cancel Publish

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?

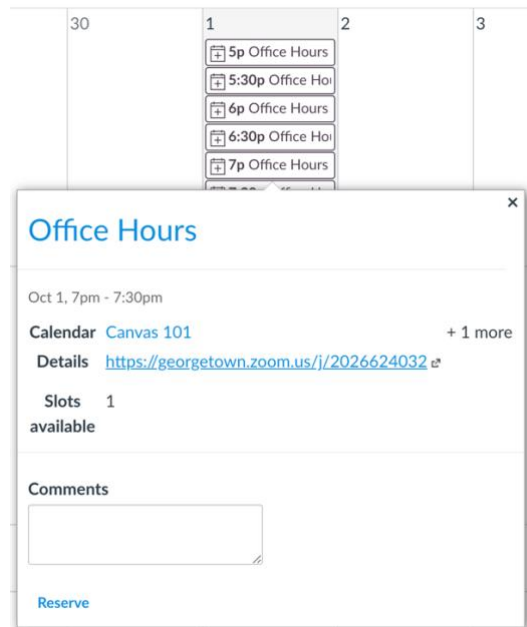
Students will go to their own Calendar page within Canvas and click on the **Find Appointment** button on the right-hand side. They'll be asked which class they'd like to find appointments for, and after confirming, they'll see all available Appointment slots on their own calendar. They can click on 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 you can create appointments for multiple days at the same time by giving each day it's own line. You can also use the **Go** button underneath the Date and Time Range to split the

< October 2020 >						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Appointments

Find Appointment



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](#).