Set up office hours with Zoom

There are two different ways in which you can set up office hours in Brightspace using Zoom.

1. **Create a recurring Zoom meeting for your office hours outside Brightspace and share that link/ import the meeting in all your courses**.

   1. Log in to https://zoom.us (or open your Zoom Desktop App.)
      i. For Zoom website: Go to **Meetings** and click on **Schedule a new meeting**.
      ii. For Zoom app, click on **Schedule** from the home page.

   2. Set up the meeting as Recurring meeting by checking the box **Recurring Meeting.**

   3. Set the recurrence (This feature is only available in https://zoom.us)
      i. For your weekly classes, set the **Occurrence** to weekly.
      ii. Set the **Repeat every** to the 1 week and select
      iii. Set the **Occurs On** to the day of the weeks it will occur.
      iv. Set the **End Date** or set the number of weeks to repeat

   4. Make sure the **Waiting room** is Enabled.

After that you can import the meeting all your other courses or copy that link directly to the course calendar of the other courses.

To import the meeting please follow these steps.

1. Click on the three dots beside **Schedule a New Meeting**

    All My Zoom Meetings/Recordings   Schedule a New Meeting   ⋮

2. Select **Import Meeting**.

    Import meeting

    Disassociate meeting

3. Then paste the Meeting ID of your office hours and click **Import**.

    Import meeting   ×

    Meeting ID
    Example: 598-378-174

    Import   Cancel

Note: The Meeting ID for a recurring meeting is <u>same for all the recurrences</u>.

Once you have imported the meeting in your Brightspace course page, it will be automatically added to your course calendar under **Upcoming Dates**.

2. **Schedule office hours in the Zoom tool in all your Brightspace course pages using your Personal Meeting ID.**

    To schedule a recurring meeting for your office hours using you Personal Meeting ID, please set the recurrence to **No Fixed Time**. It will create a single link for the meeting which you can start at any time. You can schedule this meeting from Brightspace, Zoom Desktop App or Zoom Website.

Recurring meeting **Every day, until Oct 18, 2021, 5 occurrence(s)**

Recurrence   Daily

Repeat every   Daily   Day
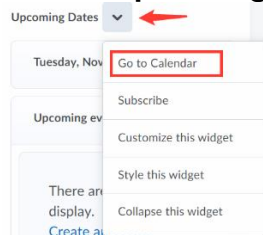   Weekly
End Date   Monthly   ⚪ After 7 occurrences
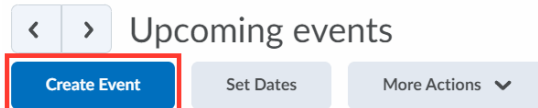   **No Fixed Time**

Note: Since the recurrence is set to **No Fixed Time**, you need to add your office hours to your course calendar manually. Please follow these steps to do so.

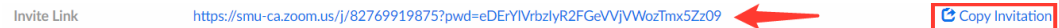To add the link to the course calendar, please follow these steps.

1. On the course homepage, click on the dropdown arrow beside **Upcoming Dates** and select **Go to Calendar**

   Upcoming Dates ⌄
   Tuesday, Nov   Go to Calendar
                   Subscribe
   Upcoming ev   Customize this widget
                   Style this widget
   There ar   Collapse this widget
   display.
   Create a

2. Click on **Create an Event**.

   ‹ › Upcoming events
   Create Event   Set Dates   More Actions ⌄

3. Paste the Zoom link for office hours in the description. (The link beside **Invite Attendees/Invite Link**)

   Invite Link   https://smu-ca.zoom.us/j/82769919875?pwd=eDErYlVrbzIyR2FGeVVjVWozTmx5Zz09 ←   ⟳ Copy Invitation

4. Under **When**, set the time for your office hours. Also, to create a recurring event click on **Add Recurrence**

   When
   ☐ All day
   📅 11/16/2021 11:00 AM to 📅 11/16/2021 11:30 AM
   ⟳ Add Recurrence   🕐 Add Restriction

5. Click on **Create**.

   Create   Cancel