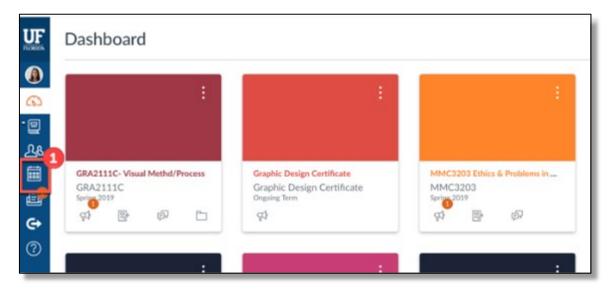


Holding Online Office Hours

There are several ways to hold online office hours using Zoom in e-Learning. This document outlines steps via **Calendar**.

Note: We recommend using **Personal Meeting Room** since it is static. You can add the Personal Meeting Room link on your e-Learning calendar throughout the semester. Remember to add your Personal Meeting Room link/ ID on the class syllabus also so students can access the meeting room during office hours.

For more information on Personal Meeting Rooms, please refer to the Personal Meeting Rooms documentation.



1. Login to e-Learning and click on **Calendar** [1] on the left navigation.



2. Click on the + [2] sign in the upper right corner of the Calendar screen.

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21 22 23 24 25	5 26		27	
🛞 Extra Credit Assignme 🕎 Peer Reviews of Ethica	(B) (Ethical Analysis Paper		

3. On the Edit Event box, select Appointment Group [3].

ent Assi	gnment M	ay de	> 🗠	point	ment Grou
Title:					
Date:	2019-04-1	17	8		
	Wed Apr 17,	2019			
From:	12:00am		12:00am		
	12:00am	to	12:00am		
Location:					
Calendar:	Katherine	Lugo		0	



4. Enter Name and Location of the meeting [4].

ivent Assignment My To Do	Appointment Group	
(Date	Time Range
Name Office Hours	Wed Apr 17, 2019 🗎	
Location	Divide into equal slots of 3	0 🔅 minutes. Go
Online	Options	
Calendar	Limit each time slot to	: users.
Select Calendars		
Have students sign up in groups.	Allow students to see who are still available.	o has signed up for time slots that
	☑ Limit participants to atten	nd 1 🚊 appointment(s).
Details:		

5. Under **Calendar** click on **Select Calendars** to choose the class you would like to hold office hours.

vent Assignment My To Do	Appointment Group	
	Date	Time Range
Name	Wed Apr 17, 2019	
Location	Divide into equal slots of 30) (c) minutes. Go
Calendar Select Calendars	5 ns Limit each time slot to	: users.
New Graduate Student O Sandbox for Zoom Training	are still available.	has signed up for time slots that
Sandbox: Gator	 Limit participants to attend 	appointment(s).



6. Then choose the **Date** and **Time Range** for the meeting. Demonstrated here are 30minute meeting sessions.

vent Assignment My Ir					_	
Name	Date	Time Range				
	Mon Apr 22, 2019	8	9:30am	* 10:00am	×	
Location	Mon Apr 22, 2019		10:00am	· 10:30am	×	
	Mon Apr 22, 2019	8	10:30am	- 11:00am	×	
	Mon Apr 22, 2019	=	11:00am	- 11:30am	×	
Calendar Select Calendars	Divide into equal slots	of 30	: minutes.	Go		
New Graduate Student O Sandbox for Zoom Training Sandbox: Lugo Sandbox: Lugo Done	Options Umit each time slot Allow students to se are still available.		users.	or time slots tha	t	
Details:	Z Limit participants to	attend	1 appo	intment(s).		

7. After creating the meeting sessions, click on **Go.** This will create individual meeting sessions on the Calendar.

vent Assignment My To Do	Appointment Group					
	Date		т	ime	Range	
Name	Mon Apr 22, 2019		9:30am	ŀ[10:00am	×
Location	Mon Apr 22, 2019	8	10:00am	ŀÌ	10:30am	>
	Mon Apr 22, 2019		10:30am	ŀÌ	11:00am	×
	Mon Apr 22, 2019		11:00am	ŀÌ	11:30am	>
Select Calendars Comparison Select Calendars Select Calen	Divide into equal slots Options Current Limit each time slot		 minutes. users. 	(50	_
Sandbox: Lugo	 Allow students to se are still available. Limit participants to 				ime slots thi ment(s).	at
etails:						



- 8. Review the **Options** section if you wish to **limit each time slot** to a specific number of students.
- 9. After reviewing all options, click on **Publish.** Students will now see the office hours in their class calendar.