

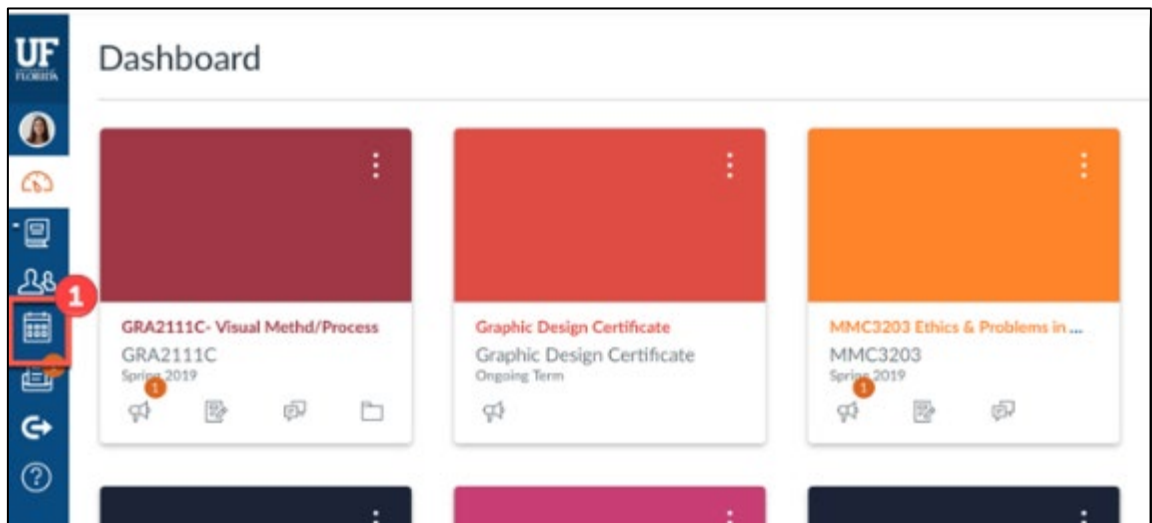
Holding Online Office Hours

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

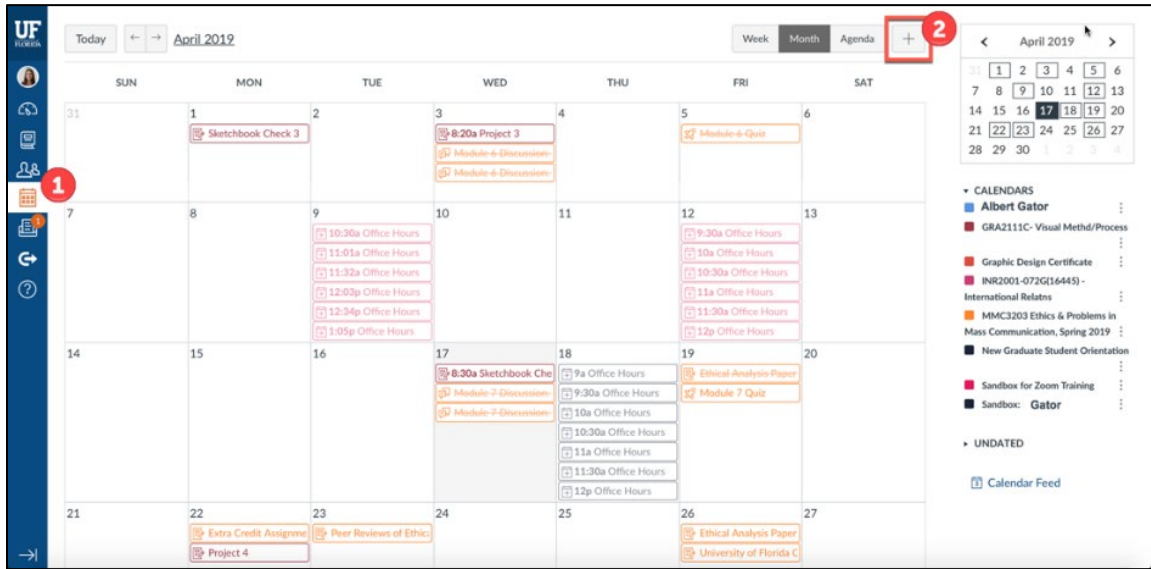
Note: We recommend using **Personal Meeting Room** since it is static. You can add the Personal Meeting Room link on your e-Learning calendar throughout the semester. Remember to add your Personal Meeting Room link/ ID on the class syllabus also so students can access the meeting room during office hours.

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

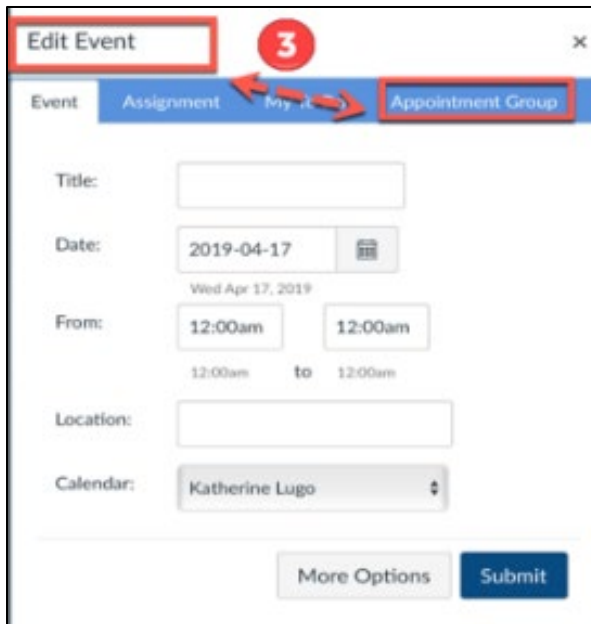
1. Login to e-Learning and click on **Calendar** [1] on the left navigation.



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



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



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

The screenshot shows the 'Edit Event' window with the 'Appointment Group' tab selected. The 'Name' field is filled with 'Office Hours' and the 'Location' field is filled with 'Online'. A red box highlights these two fields, and a red circle with the number '4' is positioned to the right of the box. Other fields include 'Date' (Wed Apr 17, 2019), 'Time Range', 'Divide into equal slots of 30 minutes', and 'Options' (Limit participants to attend 1 appointment(s)).

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

The screenshot shows the 'Edit Event' window with the 'Calendar' dropdown menu open. The 'Select Calendars' option is highlighted with a red box, and a red circle with the number '5' is positioned to the right of the box. The dropdown menu lists several options: 'New Graduate Student O...', 'Sandbox for Zoom Training', 'Sandbox: | Gator', and 'Sandbox: | Gator'. The 'Done' button is visible at the bottom of the dropdown. Other fields in the form are the same as in the previous screenshot.

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

Edit Event

Event Assignment My To Do **Appointment Group**

6

Date	Time Range
Mon Apr 22, 2019	9:30am - 10:00am
Mon Apr 22, 2019	10:00am - 10:30am
Mon Apr 22, 2019	10:30am - 11:00am
Mon Apr 22, 2019	11:00am - 11:30am

Divide into equal slots of 30 minutes. **Go**

Options

- 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).

Calendar

Select Calendars

- New Graduate Student O...
- Sandbox for Zoom Training
- Sandbox: Lugo
- Sandbox: Lugo

Details:

Cancel **Publish**

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

Edit Event

Event Assignment My To Do **Appointment Group**

7

Date	Time Range
Mon Apr 22, 2019	9:30am - 10:00am
Mon Apr 22, 2019	10:00am - 10:30am
Mon Apr 22, 2019	10:30am - 11:00am
Mon Apr 22, 2019	11:00am - 11:30am

Divide into equal slots of 30 minutes. **Go**

Options

- 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).

Calendar

Select Calendars

- New Graduate Student O...
- Sandbox for Zoom Training
- Sandbox: Lugo
- Sandbox: Lugo

Details:

Cancel **Publish**

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.