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Managing Office hours in Zoom

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This guide supplements https://teachanywhere.stanford.edu/zoom-course-support, which is a more comprehensive guide to the settings you should use to keep your meetings secure.

1. **Determine where to schedule your Zoom meeting from**: You can use any of the three apps mentioned in the link above, but if you'd like your Office Hours meeting to appear in Canvas, add your meeting to the Canvas Zoom tool.

2. **Change your Zoom Settings**: Follow the password and authentication guidance for meetings and ignore the advice for recording, since you shouldn't record office hours. **Waiting Room** is useful for office hours if you meet one on one and don't want students interrupting or if you want a record of when they arrived, but select this option for a particular meeting, rather than make it your default.

3. **Decide if you will need help:** If you are teaching alone, you will not need to add alternative hosts to your office hour meeting. If you have a head TA, use their SUNet ID email to add them as an alternate host when you schedule the meeting.

4. **Schedule meeting**: Name your meeting, make it recurring if applicable, and check **Waiting Room**. Add alternate hosts if needed.

5. **Send students your Zoom information**: in addition to sharing a Zoom invite, if you require students to sign up for a time slot in advance, learn how to create a signup in Canvas and let students know how to sign up.

6. **Prepare for your first meeting**

7. **Start your meeting:**
   Follow instructions in the "Using Zoom" page. If you've enabled Waiting Room, you'll need to let students in by clicking Manage Participants, then admitting them (listed in order of arrival).