



Creating Virtual Office Hours in Zoom

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Why should I use Zoom for my virtual office hours?

- Zoom offers a Waiting Room feature which allows you to use the same meeting link for all students, but only admit one student at a time for privacy.
- Connect with your students from the office or at home.
- In your call, you can see your students who join and interact with them live.
- When a student joins your office hours, they can share their screen with you if they need to show you a problem they are having.
- Students can join a Zoom call even if they do not have Zoom installed on their computer.

Option 1: Schedule Zoom Meeting with Waiting Room Feature

This option uses a waiting room feature where students can join the meeting at any time, but you can admit them one at a time.

1. Visit **Winthrop-edu.zoom.us** sign in using your Winthrop credentials



2. You will be directed to your **Meetings** page. Select **Schedule a Meeting**
3. Enter your **Meeting Details**. Be sure to leave **Require Registration** unchecked and to check **Enable Waiting Room**. If you would like your office hours to repeat weekly, check **Recurring Meeting** and fill out the recurrence information.

4. Click **Save**.
5. From the Summary/Invite screen, copy the Invite Attendees link. Send this link to students via email or make it available on your syllabus or Blackboard course.

[My Meetings](#) > Manage "Virtual Office Hours"

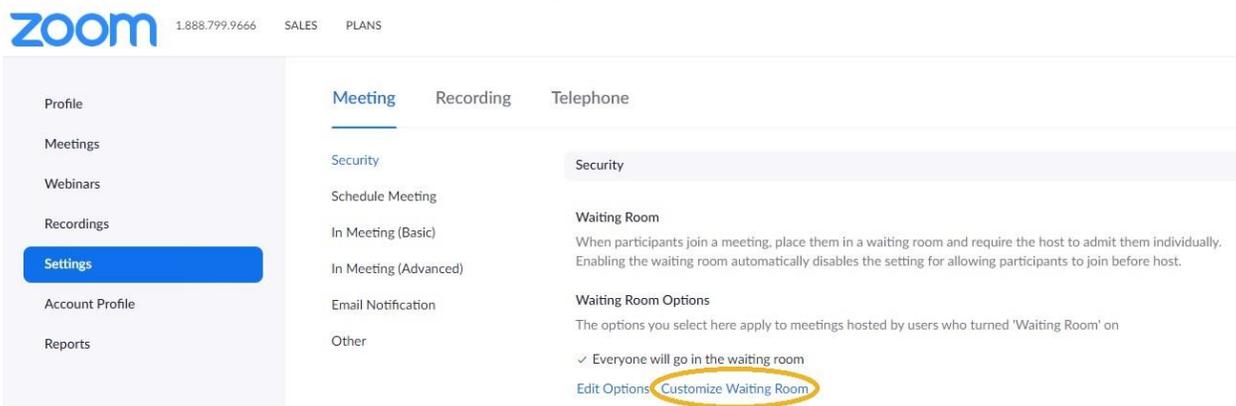
Topic	Virtual Office Hours	
Description	Test	
Time	Jul 28, 2020 12:00 PM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	958 3238 3235	
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting Room	
Invite Link	https://winthrop-edu.zoom.us/j/95832383235?pwd=Ni9FcWY1MTQxTy82WDFyaWx3MEEx0dz09 	
Video	Host	Off
	Participant	Off

6. Customize your Waiting Room experience. On the left side of the screen, click **Settings**. You should default to the Security section, but if not, click on **Security**.

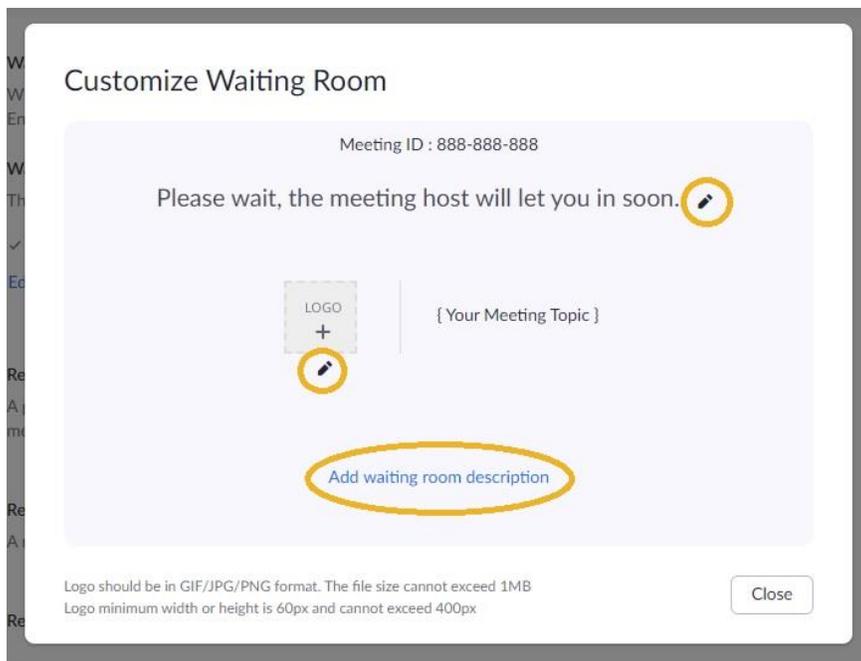
zoom 1.888.799.9666 SALES PLANS

<ul style="list-style-type: none"> Profile Meetings Webinars Recordings Settings  Account Profile Reports 	<p>Meeting Recording Telephone</p> <p>Security </p> <p>Schedule Meeting</p> <p>In Meeting (Basic)</p> <p>In Meeting (Advanced)</p> <p>Email Notification</p> <p>Other</p>	<p>Security</p> <p>Waiting Room</p> <p>When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.</p> <p>Waiting Room Options</p> <p>The options you select here apply to meetings hosted by users who turned 'Waiting Room' on</p> <p><input checked="" type="checkbox"/> Everyone will go in the waiting room</p> <p>Edit Options Customize Waiting Room</p>
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7. In the Security section, click **Customize Waiting Room**.



8. A new dialog box titled **Customize Waiting Room** will appear. Here, you can adjust your Waiting Room settings to customize what your students will see when they join your meeting. You can change the **waiting room message**, upload a default **thumbnail photo**, and edit the **description** of the waiting room by clicking the pencil icons and blue text shown by the circles.
- Winthrop recommends that you edit the title and description to give students more information about what they are waiting for and why. This information will display to students as a pop-up window when they join your meeting. You can ask students to please wait to be admitted to the meeting or to email you directly to schedule an appointment.
 - If you would like to upload a logo or image to appear in the Waiting Room, please note the file restrictions listed at the bottom of the window.



- When you have changed the **waiting room message** and/or **description**, click the **check marks** shown by the arrows to save your changes. Then click **Close** to close the window.

Customize Waiting Room

Meeting ID : 888-888-888

I'm currently working with another student. Please wait.

56 / 64

LOGO +

{ Your Meeting Topic }

If you would like to schedule an appointment, please email me directly.

71 / 400

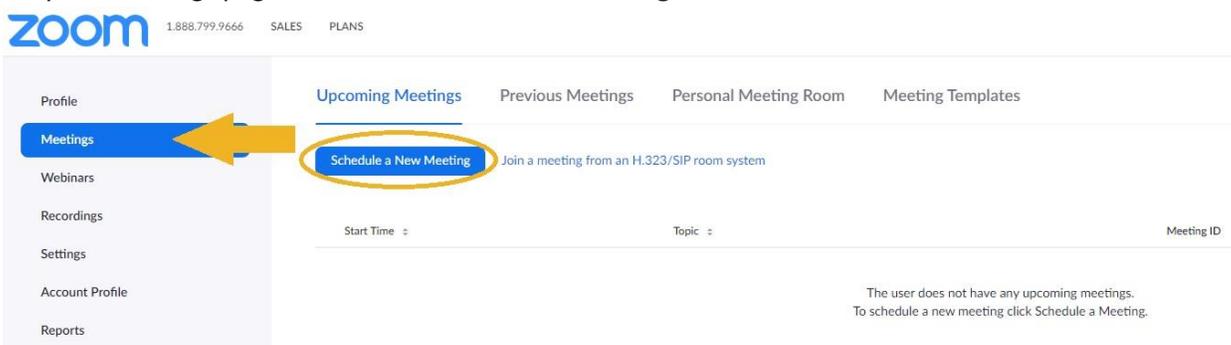
Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px



Option 2: Schedule Zoom Meeting and Require Registration

This option is ideal for by-appointment-style office hours. Pair this with a scheduling tool like Doodle or a simple sign-up document and you can let students sign up and register for specific time slots.

1. Log into Winthrop-edu.zoom.us
2. On your Meetings page, select **Schedule a New Meeting**



3. Enter your meeting details. Be sure to check the **Registration Required** checkbox and select **Attendees need to register for each occurrence to attend**. If you would like your office hours to repeat weekly, check **Recurring Meeting** and fill out the recurrence information. You may also want to enable the **Waiting Room**. This ensures that students who may join your office hours before their appointment time do not immediately join your conversation with another student.

The screenshot shows the 'Schedule a Meeting' form. The 'Topic' field contains 'ACAD 101 Office Hours - Fall 2020' and the 'Description (Optional)' field contains 'Visit my office hours on TR from 10am - 11am'. The 'When' section shows the date '08/25/2020', time '10:00 AM', and duration '1 hr 0 min'. The 'Time Zone' is '(GMT-4:00) Eastern Time (US and Canada)'. The 'Recurring meeting' option is checked, with a summary 'Every week on Tue, Thu, until Dec 2, 2020, 29 occurrence(s)'. The recurrence details are: 'Weekly', 'Repeat every 1 week', 'Occurs on Tue, Thu', and 'End date By 12/02/2020'. The 'Registration' section has 'Required' checked, with the option 'Attendees need to register for each occurrence to attend' selected. The 'Security' section has 'Passcode' checked with the value '744332' and 'Waiting Room' checked.

4. Click **Save** to save the meeting.

5. The **Meeting Summary** page should open for you. Here, copy the **Registration URL** shown by the arrow and share this link with your students via email or make it available in your syllabus or on your Blackboard course.

Topic	ACAD 101 Office Hours - Fall 2020	
Description	Visit my office hours on TR from 10am - 11am.	
Time	Aug 25, 2020 10:00 AM Eastern Time (US and Canada) Every week on Tue, Thu, until Dec 1, 2020, 29 occurrence(s) Show all occurrences	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	915 9894 3509	
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting Room	
Registration Link	 https://winthrop-edu.zoom.us/meeting/register/UUofuGhqjvGt1PFVcmzJ9Rq9w0BNKVKMF1	
Video	Host	Off
	Participant	Off

6. At the bottom of the summary page, go to the **Registration** tab and select **Edit**.

Registration	Email Settings	Branding	
Manage Attendees		Registrants: 0	
Registration Options		Automatically Approved	
		<input type="checkbox"/> Send an email to host <input checked="" type="checkbox"/> Close registration after meeting date <input checked="" type="checkbox"/> Allow attendees to join from multiple devices <input checked="" type="checkbox"/> Show social share buttons on registration page	View  Edit

7. A Registration pop-up window will appear. On the **Registration** tab, select **Manually Approve**, check the **Send an email to host when someone registers** option, and **uncheck Show social share buttons on registration page**.

Registration

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Allow attendees to join from multiple devices

Show social share buttons on registration page

Save All Cancel

8. Before clicking **Save All**, go to the **Custom Questions** tab. There, click **New Question**.

Registration

Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

New Question

Save All Cancel

9. Use the options presented to ask a question about what the student would like to discuss with you during your meeting. You can make this an open-ended **short answer** question or you can use **single answer** to provide options for your students to choose from such as “assignment review,” “test prep,” grade inquiry,” etc. When you have completed the fields, click **Create**.

United States of America

Registration

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type Short Answer Single answer

Required

Question

Create Cancel

Save All Cancel

al share buttons on registration page

10. When you click **Create**, you will be given the option to add additional questions. If you wish, you can add a single answer question as in the example below. To add more answer choices, you can click **Add another answer**. Click **Create** to add the question to your meeting registration. When you are finished with your changes, click **Save All**.

United States of America

Registration

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required
1	What would you like to discuss?	<input checked="" type="checkbox"/>

Delete

Type Short Answer **Single answer**

Required

Question

Answer

Add another answer

Create Cancel

Save All Cancel

Android app

11. After clicking **Save All**, you will be taken back to the meeting summary page. From here, you can share your registration link with students if you have not already. You can also choose to make the link available on your Blackboard course or in your syllabus.

Registering for an Office Hours Appointment

1. When students visit the link you send them to register for an appointment, they will be asked the questions you configured earlier when you set up the meeting.
2. Because you checked **Manually Approve** and **Email host when someone registers**, you will receive an email like the one below when a student registers. This way, you know if a student plans to attend your office hours on a particular day.



3. If someone registers and you get a confirmation email like the one above, you must log into Winthrop Zoom, view upcoming meetings, and then click the title of the meeting.