



Virtual Office Hours

Setting up office hours in Zoom:

We recommend scheduling a recurring meeting with the waiting room enabled. Enabling the waiting room will allow for one student to be in the office hours with you at a time.


1. Log into your Zoom account at <https://umassboston.zoom.us> or www.zoom.us
2. Click “Meetings” on the left column
3. Then click “Schedule a Meeting”
4. Fill in the prompts (i.e. “Topic”, “When”, “Duration”, ect..)
5. Be sure to check off “Recurring Meeting”

Recurring meeting

6. Next fill in prompts according to your office hours schedule or set your meeting for “No Fixed Time”. No fixed time will create a meeting that you can start on any date/time.


Example:

Recurring meeting Every day, until Sep 24, 2020, 7 occurrence(s)

Recurrence 

Repeat every

End date After occurrences



7. Moving onto the next item, “Registration”. We do not recommend registration for office hours, but it can be enabled if you choose.
8. Under “Security”, be sure to check the “Waiting Room” option

Security

Passcode

Waiting Room

9. For “Video” selection you can choose to have your video (Host) and the student’s video (participant) automatically be on when joining the meeting, or be off. Please note, video can still be turned on or off during the meeting.
10. Next, “Audio”, we always recommend leaving “Both” selected incase someone has difficulty connecting through computer audio. They can then dial in by phone.
11. “Meeting Options”:
 - a. Enable Join Before Host – This cannot be used because the waiting room is enabled

- b. Mute Participants Upon Entry – Select this if you would like your students automatically muted when they enter the meeting.
 - c. Only authenticated users can join – This will require that your students have a Zoom account and be signed into that Zoom account when they join your meeting. This is not recommended for office hours.
 - d. Automatically Record Meeting – Enable this if you would like your office hours recorded
12. “Alternative Hosts”: Alternative hosts are used when you will not be able to start and/or join the meeting. Please note, the alternative host will also need a UMB Zoom Pro License.
 13. Finally, click “Save” at the bottom

Sharing your office hours meeting link:

Via Email

1. Log into your Zoom account at <https://umassboston.zoom.us> or www.zoom.us
2. Click “Meetings” on the left column
3. Click on the meeting that you would like to share via email
4. Copy and Paste “Invite Link” into email

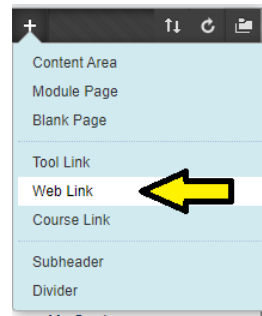
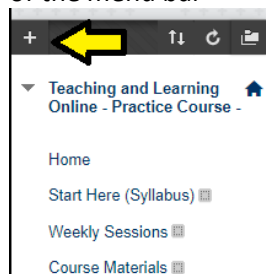
Invite Link

<https://umassboston.zoom.us/j/926939717>

Via Blackboard

Professors can create Web Tool Links on their Blackboard Course shells that can link directly to a Zoom meeting. This is a workaround to be able to have one meeting link used by multiple Blackboard courses. This Web Tool Link will need to be created on each Blackboard Course Shell.

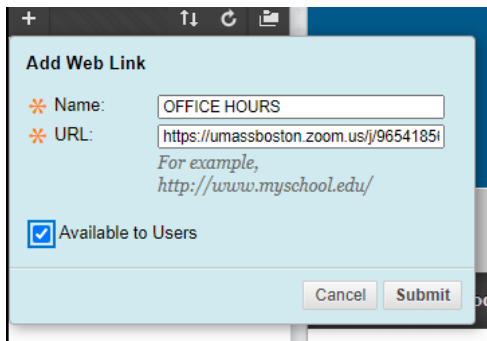
1. First click the plus sign on the top left of the menu bar
2. Next click “Web Link”



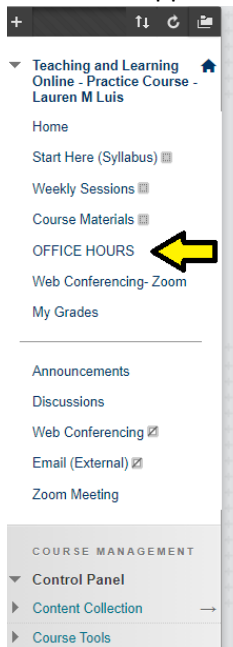
3. Enter a title for the web link and copy and paste the Zoom invite link. Be sure to check off “Available to Users” and then click Submit.

A screenshot of the 'Add Web Link' form in Blackboard. The form has a title 'Add Web Link' and a subtitle 'ENTER TITLE FOR WEB LINK (ex. OFFICE HOURS, or ZOOM CLASS MEETING)'. There are two input fields: 'Name' and 'URL'. Below the 'URL' field, there is a note: 'For example, http://www.myschool.edu/'. There is a checkbox labeled 'Available to Users' which is currently unchecked. At the bottom of the form are 'Cancel' and 'Submit' buttons. A blue arrow points to the 'Available to Users' checkbox. A yellow arrow points to the 'Name' field. Another yellow arrow points to the 'URL' field, with a text box next to it that says 'COPY AND PASTE THE ZOOM MEETING LINK HERE'.

4. EXAMPLE:



5. It will then appear in the Menu Bar for both your students and you:



6. Students will click that link to join your Zoom Office Hours.

Notes about the Zoom Waiting Room:

- [Click here to learn how to use the waiting room](#)
- You can customize your waiting room. **Please note customizing your waiting room will apply to the waiting room for all of your meetings.**
 - [Click here for more information on how to customize your waiting room](#)
- You can send messages to participants in the waiting room through the chat
 - [Click here for more information on how to send messages to the waiting room](#)