# VIRTUAL OFFICE HOURS

#### **Schedule Your Sessions**

- Survey your students to find the best time for the majority. This is an important step that will help you serve your students, especially remote students who tend to have full time jobs and families.
  - How to Make the Most of your Office Hours
- Consider scheduling some of your office hours around high stakes course deadlines. Call it "Student drop-in Q&A sessions" and explain to students that this is their chance to show you their work using the screenshare feature and get your immediate feedback.
- Provide a sign-up sheet for students to reserve time during office hours. A wiki in Blackboard works well for this.

### **Student Support / Remediation**

- Consider requiring participation in a live session for students who are performing poorly. Also, consider offering voluntary online sessions for those that are not struggling.
- Encourage students to use these sessions to clear up "muddiest points".
- Meet with groups to discuss projects

### **Recommendations for meeting settings**

- Be sure to use the **Schedule a New Meeting** option **in the web portal** rather than the New Meeting button on the app's home page
- Employ the <u>waiting room feature</u> so that students will be admitted one at a time. This provides privacy for each student.
- Refrain from using your personal meeting ID so that you are not limited to keeping the waiting room feature enabled for all sessions





## SCHEDULE OFFICE HOURS

When scheduling meetings, it is FAR easier to do so in the Zoom web portal than to do it in the app. If you are scheduling classes, the web portal is still the recommended method rather than the Blackboard integration.	New Musticy - Juin New Musticy - Juin Schedder - Stars screet
Go to mayvillestate.zoom.us Click Sign In Use your MSU credentials to login (everything before the @ sign). This takes you to the web portal.	Naryville State University         Zoom Video Conferencing         Sign In       1. Use Campus Connection condentias         Download       2. Download Desktep Age         Get       3. Learn about 200m
Click Schedule a New Meeting	Schedule a New Meeting
Topic: Enter the Name of the Meeting Description: Optional When: Enter the date and time the session(s) will begin. Duration: Choose the duration Time Zone should match that of your compute	Schedule a Meeting         Topic       Chris' Virtual Office Hours         Description (Optional)       Enter your meeting description         When       03/13/2020         Duration       2 ~ hr         O       min         Time Zone       (GMT-5:00) Central Time (US and Canada) ~
Click Recurring meeting. Options will populate. Recurrence: * Choose Daily, Weekly, Monthly *If the meeting or class is held more than once a week, choose No Fixed Time Repeat every: Enter the number of days End date: Enter the date the recurrence will end or choose the number of occurrences.	<ul> <li>✓ Recurring meeting Every day, until Apr 3, 2020, 22 occurrence(s)</li> <li>Recurrence Daily ~</li> <li>Repeat every 1 ~ day</li> <li>End date ● By 04/03/2020 ■ After 7 ~ occurrences</li> </ul>



Registration: This is not recommended			
Schedule for: If you have this option, choose	Registration	1	Required
Myself	Schedule For	Myself •	
Meeting Password: This is not recommended	Meeting Pa	ssword	Require meeting password
Video: Host and Participant should be OFF so	Video		Host 🔘 on 🐵 off
that students (and you) can choose when to turn their camera on.			Participant 🔘 on 🛞 off
Audio: Choose Both. This allows students to call	Audio		Telephone     Computer Audio     Both
in with their phones if there is a problem with			Dial from United States of America Edit
computer audio.			
Uncheck Enable join before host	Mooti	ng Options	✓ Enable join before host
Check Mute participants upon entry	Meeti	ng Options	<ul> <li>Enable join before nost</li> <li>Mute participants upon entry 12</li> </ul>
Check Enable Waiting Room			Enable waiting room
If you use Breakout Rooms and want to pre-			Only authenticated users can join
assign them for this meeting, check Breakout			Breakout Room pre-assign
Room pre-assign			Record the meeting automatically
If you think you will forget to record your meeting, choose <b>Record the meeting</b>	Altern	ative Hosts	Example: mary@company.com, peter@school.edu
automatically. This gets cumbersome when			
testing meetings, but it works.			Save Cancel
Click Save			
All the meeting settings are now visible, as well as the Meeting ID and the URL.			
Use the <b>Meeting ID</b> when your students have the Zoom app installed.	Meeti	ng ID	368-099-372
Use the URL for those who do not have the	Meeti	ng Password	$\times$ Require meeting password
<b>Zoom app installed</b> . Just remember that the web-based version of Zoom is missing a few features.	Invite	Attendees	Join URL: https://mayvillestate.zoom.us/j/368099372
	and cli	<b>Note</b> : If students have Zoom downloaded and click on the URL, the Zoom app will open rather than the web browser.	
Post the Meeting ID and/or Meeting URL in Blackboard.			