

VIRTUAL OFFICE HOURS

zoom

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 [waiting room feature](#) 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

<p>When scheduling meetings, it is FAR easier to do so in the Zoom web portal than to do it in the app.</p> <p>If you are scheduling classes, the web portal is still the recommended method rather than the Blackboard integration.</p>	
<p>Go to mayvillestate.zoom.us</p> <p>Click Sign In</p> <p>Use your MSU credentials to login (everything before the @ sign).</p> <p>This takes you to the web portal.</p>	
<p>Click Schedule a New Meeting</p>	
<p>Topic: Enter the Name of the Meeting</p> <p>Description: Optional</p> <p>When: Enter the date and time the session(s) will begin.</p> <p>Duration: Choose the duration</p> <p>Time Zone should match that of your compute</p>	
<p>Click Recurring meeting. Options will populate.</p> <p>Recurrence: * Choose Daily, Weekly, Monthly</p> <p>*If the meeting or class is held more than once a week, choose No Fixed Time</p> <p>Repeat every: Enter the number of days</p> <p>End date: Enter the date the recurrence will end or choose the number of occurrences.</p>	

<p>Registration: This is not recommended</p> <p>Schedule for: If you have this option, choose Myself</p> <p>Meeting Password: This is not recommended</p> <p>Video: Host and Participant should be OFF so that students (and you) can choose when to turn their camera on.</p> <p>Audio: Choose Both. This allows students to call in with their phones if there is a problem with computer audio.</p>	
<p>Uncheck Enable join before host</p> <p>Check Mute participants upon entry</p> <p>Check Enable Waiting Room</p> <p>If you use Breakout Rooms and want to pre-assign them for this meeting, check Breakout Room pre-assign</p> <p>If you think you will forget to record your meeting, choose Record the meeting automatically. This gets cumbersome when testing meetings, but it works.</p> <p>Click Save</p>	
<p>All the meeting settings are now visible, as well as the Meeting ID and the URL.</p> <p>Use the Meeting ID when your students have the Zoom app installed.</p> <p>Use the URL for those who do not have the Zoom app installed. Just remember that the web-based version of Zoom is missing a few features.</p> <p>Post the Meeting ID and/or Meeting URL in Blackboard.</p>	<p>Note: If students have Zoom downloaded and click on the URL, the Zoom app will open rather than the web browser.</p>