Overview and use case

Use Zoom appointments to schedule one-on-one virtual meetings with students outside of class sessions. This guide is for instructors wanting to set up virtual office hours or conferences with students using individual Zoom sessions that students can book themselves.

> **WARNING:** Booked Zoom appointments will not show up in student notifications or in the course Calendar. Both you and your students must visit the course's Zoom page to schedule and join upcoming appointments.

Step One: Log into Canvas and your course

Log into Canvas through the Faculty/Staff sign-in on the Canvas Landing Page and access the course where you wish to schedule Zoom appointments.

Step Two: Access Zoom

Go to **Zoom** from the menu on the left. Select the **Appointments** tab, then select the **+Create Schedule** option.
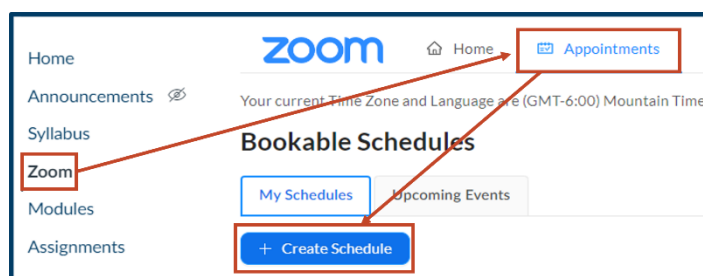
Step Three: Select your Zoom appointment options

Select the following options in the New Bookable Schedule pop-up:

1 – Select at least one day: this is the day that your appointment(s) will take place. Select **Follow the same schedule each day** if you want the same times for multiple days.

2 – Select appointment start and end times: this is the time frame for the appointments.

3 – Select a date to end the schedule ("repeat"): this date will end the appointment window for repeating appointments (example – office hours).

4 – Select the duration of each appointment: options include 15-, 30-, 45-, or 60-minute appointments.

5 – Name your event: tell your students the purpose of these appointments.

6 – Add an event description (optional): provide additional information about the event.
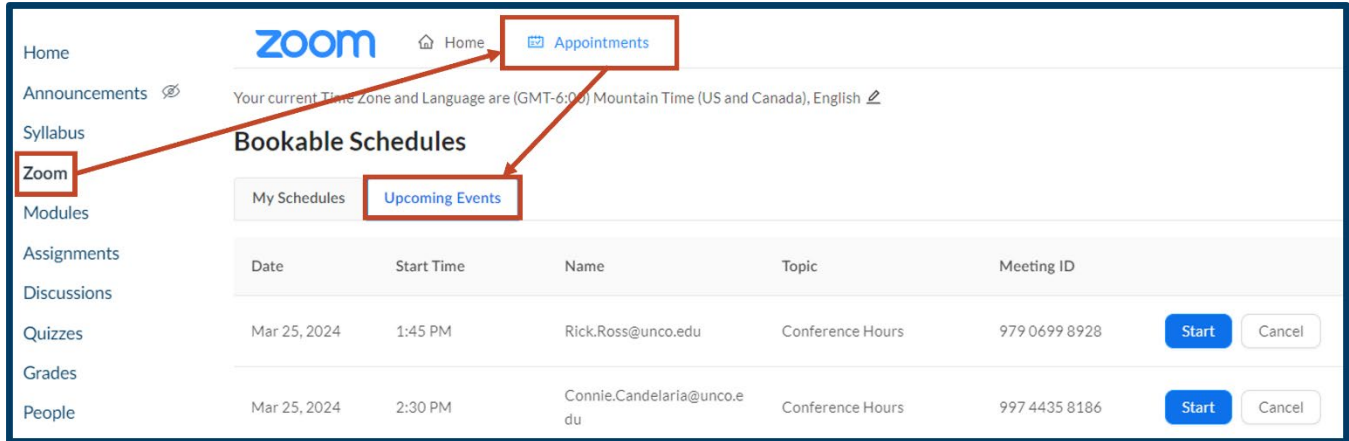
7 – Select Apply the schedule to all courses (optional): students across all your courses will see the same appointment options. You will be able to access appointments with this setting from any Canvas course.

8 – Select Create: this will finalize your appointment options and create bookable appointments.

Step Four: Join booked appointments

Go back into Zoom and select the **Appointments** tab. Booked appointments will appear in the **Upcoming Events** tab, displaying the student who booked the appointment, the date of the appointment, and the time. Select **Start** to join the appointment. Select **Cancel** to cancel the appointment. Students may also start or cancel the appointment at the given start date and time.

WARNING: If you want to set appointments with students from specific courses at specific times, do not select the **Apply the schedule to all courses** option when creating Zoom appointments in that course. If you do select that option, you will not be able to see which courses students are from for all booked appointments.