How to Set up TechConnect Zoom Office Hours in Canvas

1. Go to conferzoom.org and sign into your account
2. Select “Schedule a Meeting” — click on the “recurring meeting” box and set your parameters.

3. Once created, copy the recurring Zoom meeting link for use in Canvas.
4. Go to Canvas and click on your calendar. Click on the appropriate course calendars on the right.

5. Then click on the first day you want your office hours to begin. Click on Appointment Group. Title your appointment group, select the course calendars you want the appointments to appear in, paste your Zoom link in the “location field,” then set your dates, time, etc. as pictured below. You can add as many date slots that you need. Click
on the “Go” button to separate into slots then Publish (you can always go back and edit)

6. Now your appointment slots appear in your calendar. Be sure to direct students to the Calendar (not TechConnect Zoom) to sign up for slots. (see separate student instructions.)
7. When your students click on the calendar, this is what they see:

8. Students (depending on day, week or month view) will see a “next available appointment” message.
9. When they click on a slot, they can reserve the appointment and leave comments for you if they wish.

10. For you and the students, booked appointments are faded out.

11. Students may click back on the time slot to cancel and/or change their appointment time.

12. See the separate document with student focused instructions.

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1 Note: Students cannot click on appointments from within the Canvas app. They must use their desktop or laptop computers to log in to class and see the calendar slots.