Creating one Zoom meeting for all of your academic office hours

It is possible to create a recurring Zoom meeting with no specifically assigned starting date or time for hosting academic office hours. This has some advantages, including:

- There is only one meeting to schedule.
- The meeting link will not change, even after repeated use.
- The meeting link can be shared among all of your students.
- It can be used for regularly scheduled office hours *and* for special appointments.
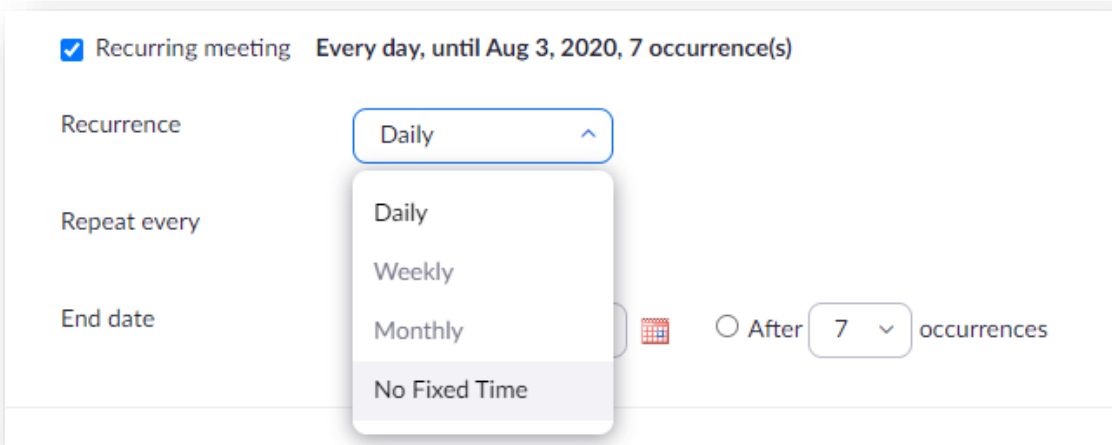- You can meet with students individually or in small groups while others are held in the Waiting Room.

To set up your academic office hours in Zoom, three steps are required: 1) Creating the meeting, 2) Configuring the Waiting Room, and 3) Sharing the link.

Please note: Currently, the Zoom Pro tool in ReggieNet does not allow a specific meeting to be shared in more than one course site. Instead, the meeting can be shared through an "Office Hours" button added to the left-hand navigation in each ReggieNet course site (see part 3, below).
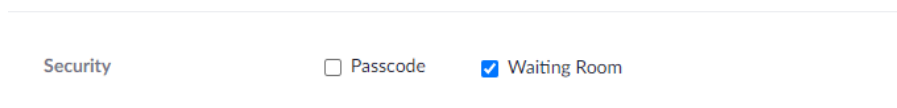
Part 1: Creating the meeting

Open your web browser and sign in to IllinoisState.Zoom.us using your University credentials.

- On the meetings tab, select **Schedule a New Meeting**.
- Give the meeting a unique name (e.g., Dr. Smith's Office Hours).
- Below the date/time options, check **Recurring meeting**.
- In the options which will appear, select **No Fixed Time** from the drop-down box.

- In the Security section, check the box next to **Waiting Room**.

- In the Meeting Options section, check the box next to **Only authenticated users can join** and make sure you see "ISU Login" in the box. This will ensure that only those with @ilstu.edu accounts can join your office hours (if you wish to meet with those outside of the University, it is suggested that you set up a separate Zoom meeting for that purpose, leaving this option unchecked).

☑ Only authenticated users can join

ISU Login ⌄

ilstu.edu   Edit
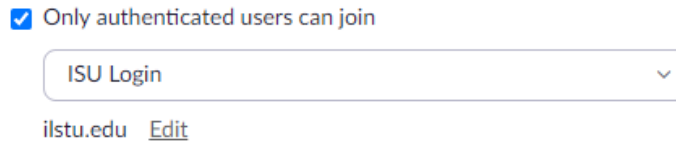
- Select **Save.** You can return to the Meetings area (on the left-hand menu) later to copy the link for this meeting.

Part 2: Configuring the Waiting Room

The Waiting Room is the Zoom equivalent of students waiting in the hallway until you are ready to see them. While optional, Zoom does allow you to customize what students see while they wait. Some instructors might find it useful to add information, like specific times/days of the week when they hold regular office hours, contact information, etc.

To configure the Waiting Room screen, go to IllinoisState.Zoom.us and sign in.

- Select the **Settings** menu.
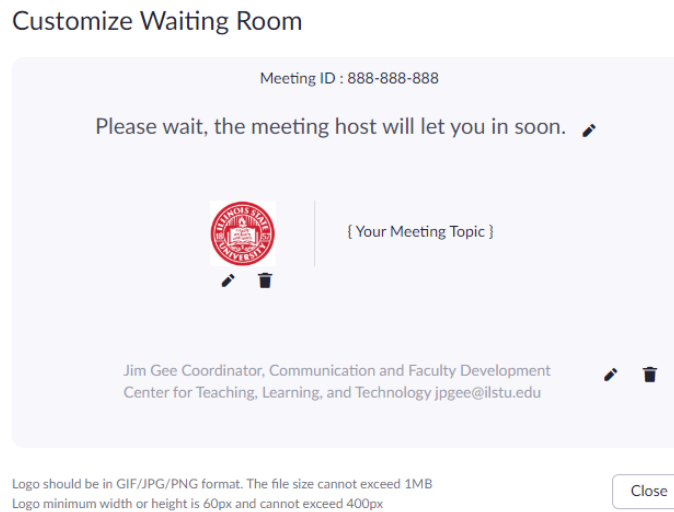- Under "Security," locate **Waiting Room Options.**

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

Edit Options   Customize Waiting Room

- Select **Customize Waiting Room**. A pop-up window will appear. Use the pencil icons to add a small image (optional) or a brief text message.


- When finished, select **Close** to save your changes.
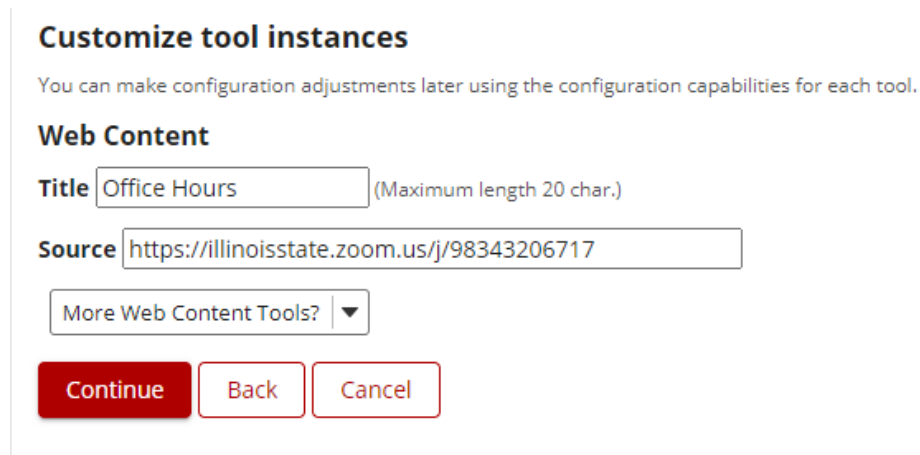
Part 3: Sharing the Link

To share your office hours link with your students, we suggest adding it as an option on the left-hand menu in each of your ReggieNet course sites for the semester. To do this, first log into IllinoisState.Zoom.us and copy the meeting link. Then, log into ReggieNet and navigate to one of your courses:

- Select **Site Info** from the left-hand menu.
- From the row of options at the top of the screen, select **Manage Tools**.
- Scroll down and check the box next to **Web Content**.
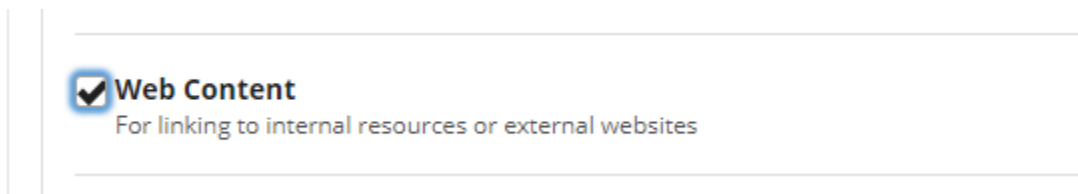
- Select **Continue**.

- On the following screen:
    - **Title:** Change the title of the button (e.g., Office Hours)
    - **Source:** Paste in the meeting link

- Select **Continue**.
- Select Finish.

A new button (in this example, "Office Hours") will now appear on the left-hand menu. You can re-arrange the order of buttons by going to **Site Info > Tool Order.**

Repeat the steps in Part 3 for each of your other courses. When students select the button, they will be prompted to launch Zoom and join the office hours meeting.

To host office hours, you can either use the same button in any of your ReggieNet course sites, or you can start the meeting from a Zoom device app or IllinoisState.Zoom.us.

For more on using Waiting Rooms in Zoom, see this help page.

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