

Scheduling Office Hour Appointments Via Canvas & ConferZoom

Steps to Create appointment slot openings:

- 1) Open Your Class Tile from your Canvas Dashboard
- 2) Once in your class, Click on the **ConferZoom** link on the left hand side
- 3) When you are in the ConferZoom section, click on the **"Appointment Booking"** tab at the top of the screen.
- 4) Click on the blue **"Offer Slots"** tab... this will bring up a **"Schedule New Appointments"** section on the left hand side of your screen
- 5) Choose **"Weekly"** to schedule all office hours for the remainder of school year
** You need to schedule one day at a time... for instance... Click on "W" for Wednesday office hour and go through the process; then go back to schedule/offer slots on a different office hour day by clicking on "F" for Friday and go through the process and save.**
- 6) Enter **"from date"** (day of first office hour you schedule) and **"to date"** (May 22nd ... end of semester... or whatever date you would like this repeating office hour to end)
- 7) Enter **Start** and **End** times as appropriate
- 8) Enter **Slot Duration**: This can be anywhere from 5 minutes to 60+ minutes... the system will divide your office hour time into equal segments and make individual slots available for students to "book". Just make sure your slot duration fits evenly into the total time.
- 9) Enter **Breaks between Slots** (if applicable): I left this at zero, but you can build in breaks as needed.
- 10) Click the blue **"Save"** button

** The Slots you offer and bookings that students make will aggregate and transfer across all the classes you have on Canvas for the semester. So students can just book through whatever class they are registered for. No need to create a new Tile! **

Steps for Students to Book an Office Hour appointment slot with you:

- 1) Go to Class Tile via Dashboard on Canvas
- 2) Once in the class, click on **"ConferZoom"** link on the left
- 3) Click on the **"Appointment Booking"** Tab at the top of the screen
- 4) Click on **"Book an Appointment with ..."** and choose the name of your Instructor
- 5) View available slots via Day or Week (change view on the right hand side)
- 6) Book an appointment, filling in the info on Topic and any details
- 7) Click the **"Save"** button

Steps to Start a Scheduled Office Hour Appointment:

- 1) Go to Class Tile (any)
- 2) Once in the class, click on **"ConferZoom"** link on the left
- 3) Click on **"Appointment Booking"** Tab at the top of the screen
- 4) Your Scheduled Appointments will appear in the calendar view (Use Week or Daily view ... at top right)
- 5) Click on GREEN booked appointment link (it will read with the "topic" the student entered)
- 6) Click on blue "Host" button... this will take you to a private Zoom meeting with your student