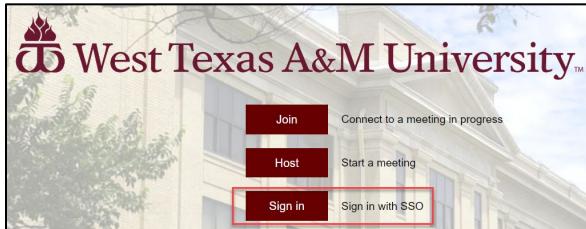


SETTING UP ZOOM OFFICE HOURS

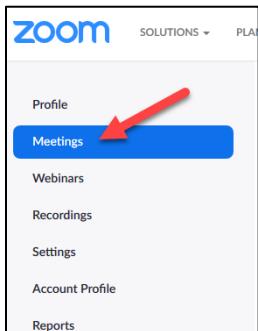
For faculty wanting all students, regardless of course they are enrolled in, to be able to access you through Zoom during Office Hours, follow the steps below:

SCHEDULE ZOOM MEETING

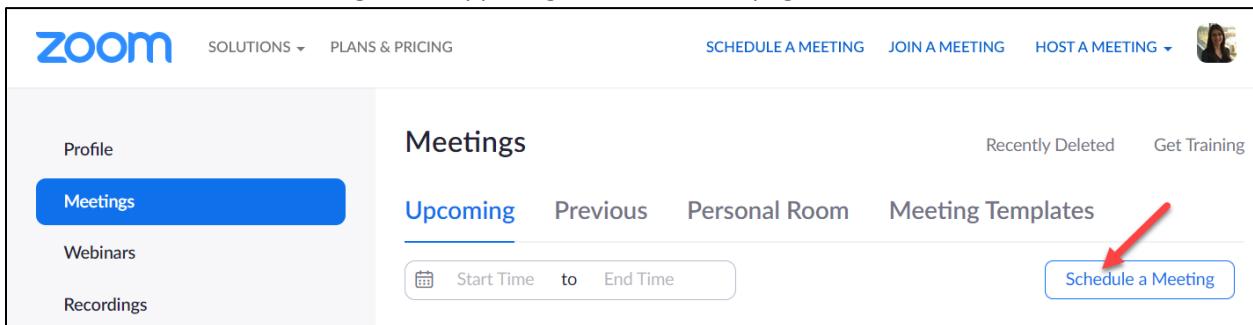
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.



3. Click **Schedule a New Meeting** in the upper right corner of the page.



4. Select the recommended settings for the meeting:

- o **Topic:** Choose a topic/name for your meeting.

A screenshot of the 'Schedule a New Meeting' form. The 'Topic' field is filled with 'Dr. Favela's Office Hours' and has a red arrow pointing to it. The 'Description (Optional)' field contains the placeholder 'Enter your meeting description'.

- Skip down and select the **Recurring meeting** checkbox.
- Change the **Recurrence** option to **No Fixed Time**.

A screenshot of a configuration interface. At the top is a checkbox labeled 'Recurring meeting' with the checked option highlighted in blue. Below it is a 'Recurrence' section with a dropdown menu set to 'No Fixed Time'.

- **Waiting Room:** Select the option for Waiting Room. As students enter you will be notified of new participants. This allows you to finish a conversation in private with a current student before allowing the next student in. This setting ensures that you know which student is coming in before you allow them in.
- **Video:** Select to leave the video **Off** for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

A screenshot of a video settings interface. It shows two radio buttons for 'Host' and 'Participant', both of which are set to 'off' (indicated by blue radio buttons). The 'off' option is highlighted with a red box.

- **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

A screenshot of a 'Meeting Options' configuration screen. It includes checkboxes for 'Enable join before host', 'Mute participants upon entry' (which is checked and highlighted with a red box), 'Use Personal Meeting ID', and 'Only authenticated users can join'.

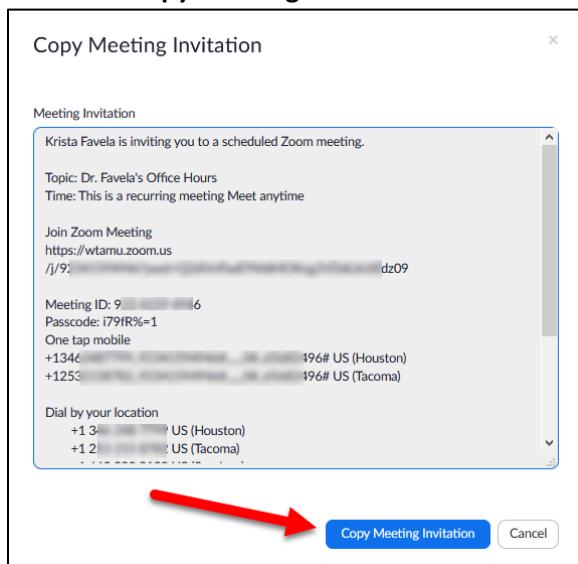
- Leave the options for **“Only authenticated users can join”** and **“Use Personal Meeting ID”** unchecked. These may prevent students from accessing the meeting.

5. Click **Save**.

6. Select the **Copy Invitation** link.

A screenshot of a Zoom meeting settings page. It shows the meeting details: Topic 'Dr. Favela's Office Hours', Time 'Recurring meeting', and various sharing options for Google Calendar, Outlook Calendar, and Yahoo Calendar. The 'Meeting ID' is listed as 'REDACTED'. Under 'Security', there are options for 'Passcode' (disabled), 'Show', and 'Waiting Room'. At the bottom, the 'Invite Link' is listed as 'https://wtamu.zoom.us/j/5...' with a red arrow pointing to the 'Copy Invitation' button.

7. Select the **Copy Meeting Invitation** button.

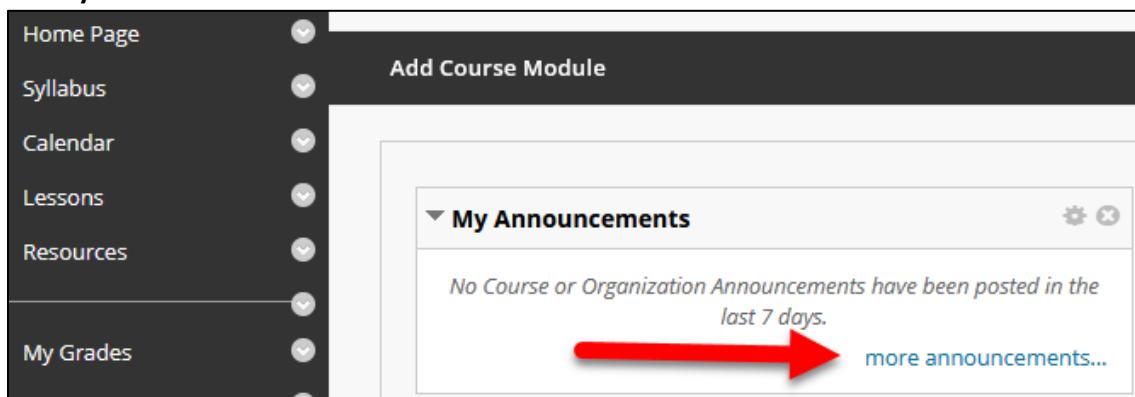


8. Click **Cancel**.

PROVIDE ZOOM MEETING INFORMATION TO STUDENTS

AS AN ANNOUNCEMENT

1. Access WTClass at <https://wtclass.wtamu.edu> and login if necessary.
2. Within each course in WTClass, on the **Home Page**, click the **More Announcements...** link under the **My Announcements** module.



3. Click the **Create Announcement** button.
4. Enter a Subject line. For Example: My Office Hours.

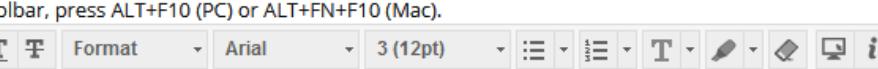
5. From the previously Copied Meeting information, paste the information into the Message box by using the Paste button, Ctrl + V, or Command + V.

ANNOUNCEMENT INFORMATION

* Subject Dr. Favela Office Hours

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



+1 314 625 1300 US (Washington D.C)

Meeting ID: [REDACTED]

Passcode: [REDACTED]

Find your local number: [https://wtamu.zoom.us/u/\[REDACTED\]](https://wtamu.zoom.us/u/[REDACTED])

Path: div

Words: 98

6. Click **Submit**.

AS AN ITEM IN A CONTENT AREA

1. Access WTClass at <https://wtclass.wtamu.edu> and login if necessary.
2. Access a content area, such as Lessons.
3. Move your mouse over **Build Content**, and select **Item**.

7. Enter a **Name** for this item. For Example: My Office Hours.
8. From the previously Copied Meeting information, paste the information into the Message box by using the Paste button, Ctrl + V, or Command + V.

CONTENT INFORMATION

* Name

Color of Name Black

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Krista Favela is inviting you to a scheduled Zoom meeting.

Topic: Dr. Favela's Office Hours

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

Path: div

Words: 98

9. Click **Submit**.