Suggested use of Zoom for Office Hours

Charles Dewar   Updated 03/19/20

The following process will:

- Greatly simplify running your office hours.
- Make it easier and simpler for students to connect.
- Provide one set of instructions for all of your students in all sections.
- Set your Personal Meeting ID to match your office phone number so it is easy to remember.
- Configure your Personal Meeting Room with a Waiting Room
- Only allow authenticated users to connect and not strangers.
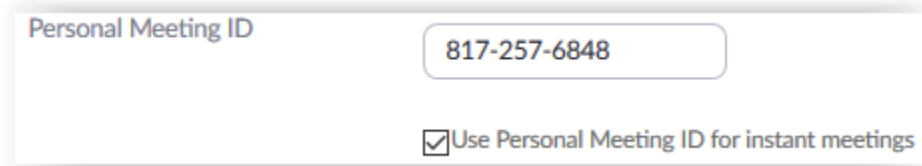- Ensure students use the Zoom app and sign in with their TCU username and password.

I have added links to the support pages of Zoom if you want to know more about a particular concept.

Prepare:

1. Go to https://tcu.zoom.us/ and install Zoom
2. Launch Zoom and make sure that you sign in with your TCU username and password..
3. Go to https://tcu.zoom.us/test to test.
4. Go to https://tcu.zoom.us/livetraining for training.
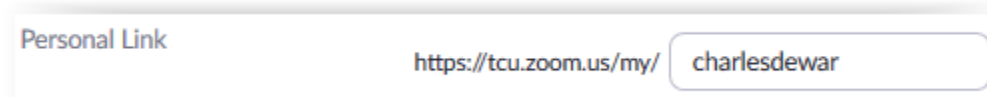
Set up your Personal Meeting Room:

1. Go to https://tcu.zoom.us/profile
   a. Personal Meeting ID:
      i. Click on Edit and change it to your work phone number.
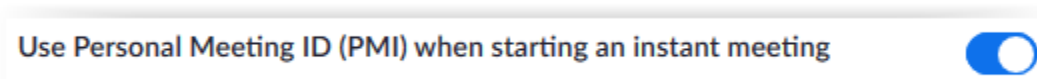   ii. Check the box for "Use Personal Meeting ID for instant meetings"
      iii. Save

   Personal Meeting ID   817-257-6848

   ☑ Use Personal Meeting ID for instant meetings

   b. Personal Link
      i. Click on Customize
      ii. Change it to your preferred name.
      iii. Save

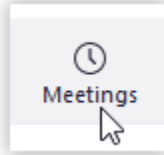   Personal Link   https://tcu.zoom.us/my/   charlesdewar

2. Go to https://tcu.zoom.us/profile/setting and enable the following:
   "Use Personal Meeting ID (PMI) when starting an instant meeting"

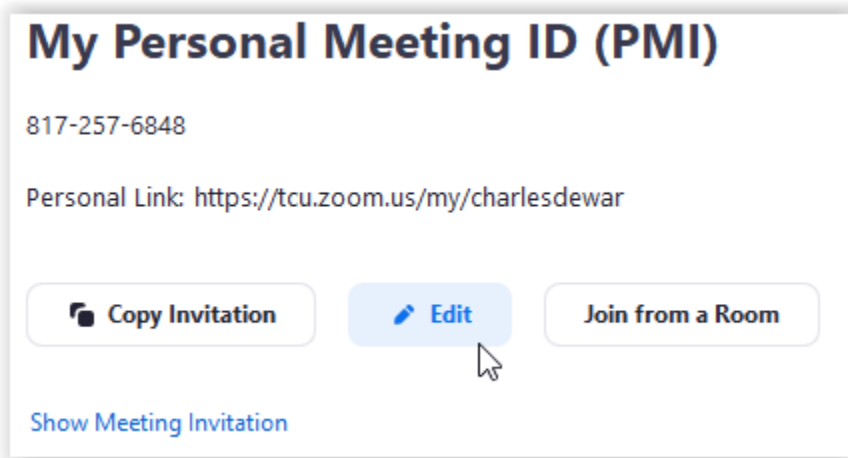   Use Personal Meeting ID (PMI) when starting an instant meeting   🔵

3. Open the Zoom app on your computer
   a. Choose Meetings

   b. Click on My Personal Meeting ID (it should now show your phone number).
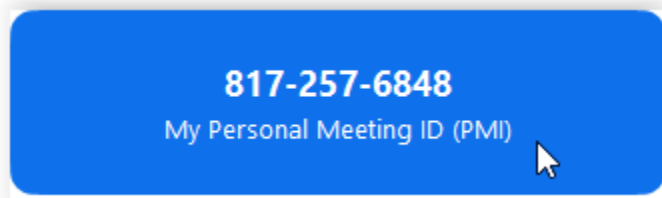
   c. Click the Edit button

d. You should see your new custom Personal Meeting ID.
   Click on Advanced Options to expand. Set the following and Save:

📹 Zoom - Personal Meeting ID   ✕

Personal Meeting ID Settings

Personal Meeting ID

817-257-6848

Password

☐ Require meeting password

Video

Host: ○ On ⦿ Off   Participants: ⦿ On ○ Off

Audio

○ Telephone   ○ Computer Audio   ⦿ Telephone and Computer Audio

Dial in from United States   Edit

Advanced Options ⌃

☑ Enable waiting room

☐ Enable join before host

☐ Mute participants on entry

☑ Only authenticated users can join: Sign in to Zoom

Alternative hosts:

Example:john@company.com;peter@school.edu

Save

Instructions to Students

You can put this in D2L, an email, the syllabus, or wherever. These instructions are to get the student to use their Zoom app and sign in to TCU before joining your office hours session. You would preface the following with whatever scheduling process you have.

First, make sure you are ready:

1. Go to https://tcu.zoom.us/ and install Zoom
2. Launch Zoom and make sure that you sign in with your TCU username and password.
3. Go to https://tcu.zoom.us/test to test your camera, microphone and speakers, or headset.

Then, connect at your appointment time:

1. Find a quiet place where you will not be interrupted.
2. Start Zoom
3. Click on Join
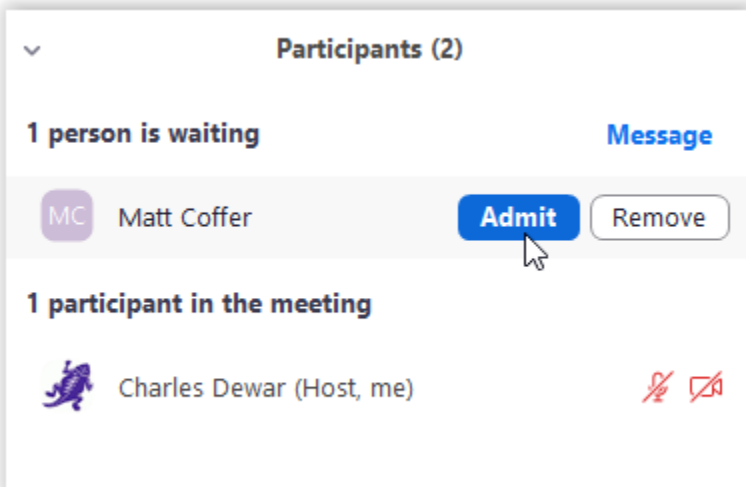4. Enter Meeting ID: XXX-XXX-XXXX **(replace with the Personal Meeting ID you set up)**

You will be in a waiting room until I am available. I appreciate your patience.

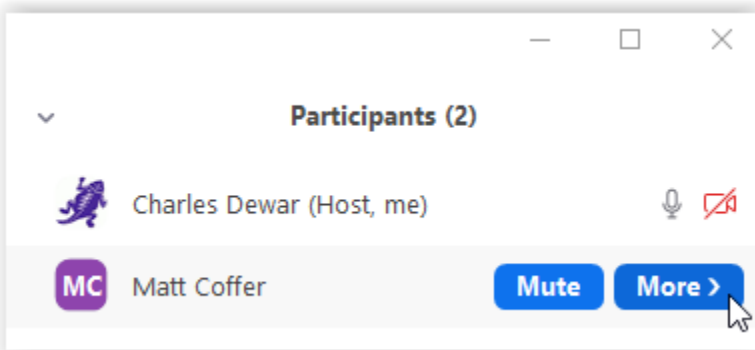# How to start your Office Hours session:

1. Open Zoom
2. Click on New Meeting
3. Click on Manage Participants
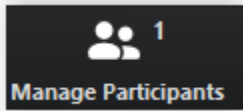
4. You will see your student(s) that are waiting. Just hover over the name and click Admit when you are ready.

5. Wait until the current student disconnects from the meeting. If they can't or don't for some reason, you can Remove them. But if you do, they will not be able to rejoin.
   However, you can also put them back in the Waiting Room and Admit another student.