Setting Up Zoom & The Hive to Schedule Online Office Hours

#THE HIVE #ZOOM #ONLINE SCHEDULING #OFFICE HOURS
ZOOM Set up

Before adding an online location for meetings in the Hive, there are a few items you need to set up in Zoom.

Go to https://csbsju.zoom.us/ use your CSBSJU username and password

Next go to settings
Set up your personal waiting room:
1. Go to select “In Meeting Advanced”
2. Scroll to waiting room
3. Turn on – this will keep students from joining your meeting before you are ready – for example if you are finishing a meeting with another student.
Navigate to your zoom profile and copy your Personal Meeting ID – Link

Tip: the number will be a random number assigned by zoom – you can adjust this to your office phone number if you want to remember the number easily – click edit
If you have not yet done so take a few minutes to set up the basics of your profile

Click your name to open your profile in The Hive. For online office hours we are going to focus on your contact information & location setup

**Institutional Profile: Contact information, photo, bio. (info students see).**

- Your username and institution email are pre-populated by The Hive from SIS
- Please be certain to update your office phone number.
  - The phone number text boxes will accept standard phone numbers; both US and international.
  - You can receive calls even if not on campus – please see IT services resource [Instructions for Receiving Calls Remotely](#) to learn how to forward office phone to another number
  - We recommend that you leave cell phone and home phone fields blank. Only complete these fields if you want to be contacted there by students.

Click **Submit** on this page to save your changes BEFORE proceeding to next tab
Profile – Appointment Preferences

Next set up your online “location” to meet with students

Go to: Appointment Preferences

- Review the Basics – in particular your scheduling deadlines
- Then scroll to Locations – click on the green + sign to add a location
Now set up your online meeting room/location

- Name your online meeting – example – Online Meeting, Zoom Meeting, etc.
- In the instructions box, type some basic directions and include your personal Zoom Meeting Link – your have a 100 character limit in this field.
- Click Save in the pop out box
- Click SUBMIT to save your changes to the Appointment Preferences portion of your profile

Note - you can also create office hours to be held by phone – simply choose phone for the “Type” – name the meeting location and in the instructions provide your office number or ask the student to provide a number at which you should call them.
Email Preferences

Check your email settings

- **Review Planning Reminders**
- **Alerts**
- **Calendar Attachments:** To Get Meetings from The Hive to Your Outlook check both boxes for emails that include calendar attachments

**Read busy times from external calendar:** Come back to this AFTER you set up your office hours. When you sync your outlook, The Hive will see times that you are busy and it will prevent students from signing up for the meetings times that would have been available during those times.
  - If you already have office hours created by want to add more/adjust them and outlook is giving you conflicts – uncheck the read busy time. Make changes in The Hive then come back and turn this on again.

- Be Sure to click SUBMIT to save changes
Set Up (online) Office Hours

Follow same steps as you usually would to create office hours in the Hive – this time simply choose your ONLINE meeting location.

From your Home Page or from Appointments in The Hive – Click on the +Office Hours button at the top of the page to create single or recurring set of office hours.

**Title**: Displays on your calendar to distinguish sets of office hours.

**Where**: Select your online meeting location – example Zoom Meeting

**Appointment Types**: If have multiple appointment types select the ones for which you want to hold meetings example – Faculty Advising and Course Related

To Edit Existing Office Hours:

- To Edit/Cancel an existing series of office hours from the Agenda view. Hover over this icon to edit the frequency, time of day, locations, office hour types, minimum and maximum duration of appointments, appointment types, instructions, or start/end date of the series.
- To Edit/Cancel individual occurrences from the Day view of the calendar. Hover over this icon to display a pop up card from which you can take

**Important Note**: Once an office hour block is saved, you will not be able to edit weekdays on which it occurs or type of frequency (e.g. weekly).
More Resources

For more complete directions regarding profile set up see these online resources:

- Quick Guide To Profile, Office Hours, and Surveys
- Office Hours in Detail
- Detailed Guide to Getting Started and Setting up Profile

See Hive Video Tutorials at: https://www.youtube.com/playlist?list=PLCs1wrE-XJnawHJHd4p_N_xdmVfTl

Visit https://www.csbsju.edu/the-hive/faculty for more resources and directions on using The Hive.

Questions? Need help?

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