

# Setting Up Zoom & The Hive to Schedule Online Office Hours

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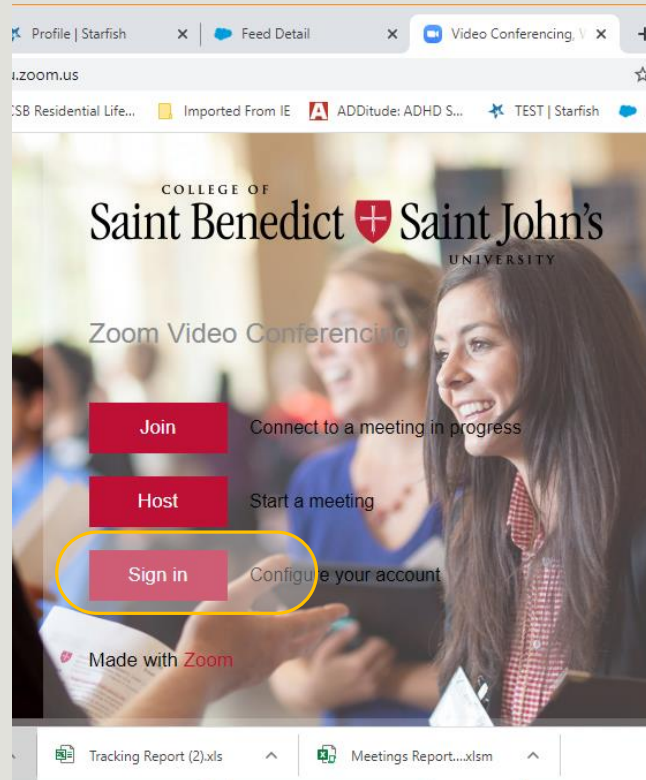
#THE HIVE #ZOOM #ONLINE SCHEDULING #OFFICE HOURS

# 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



Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

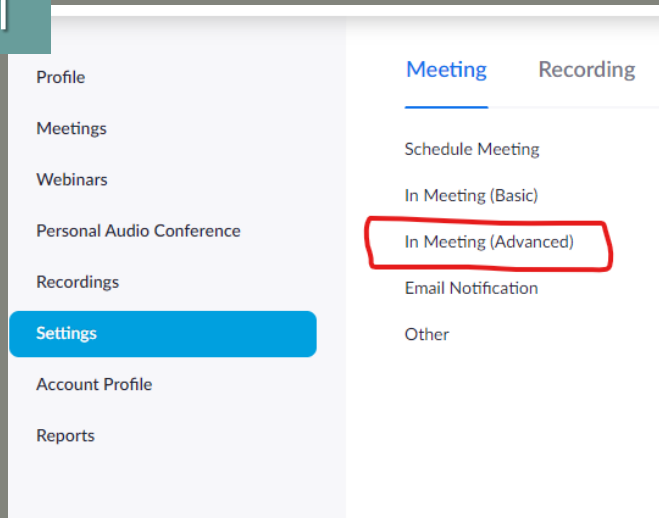
# ZOOM

## Waiting Room

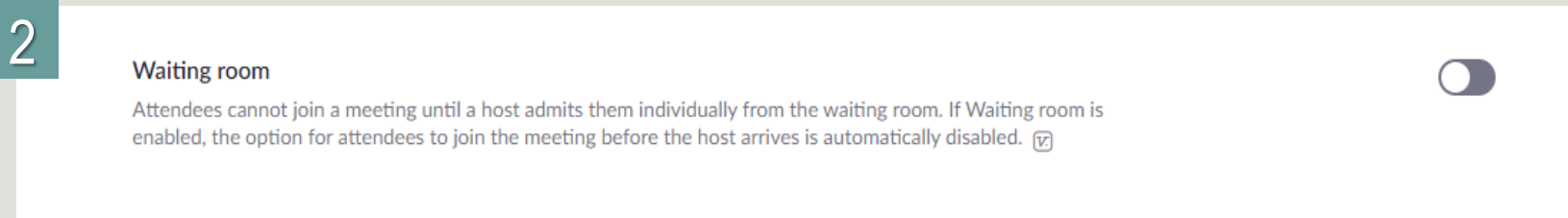
Set up your personal waiting room:

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

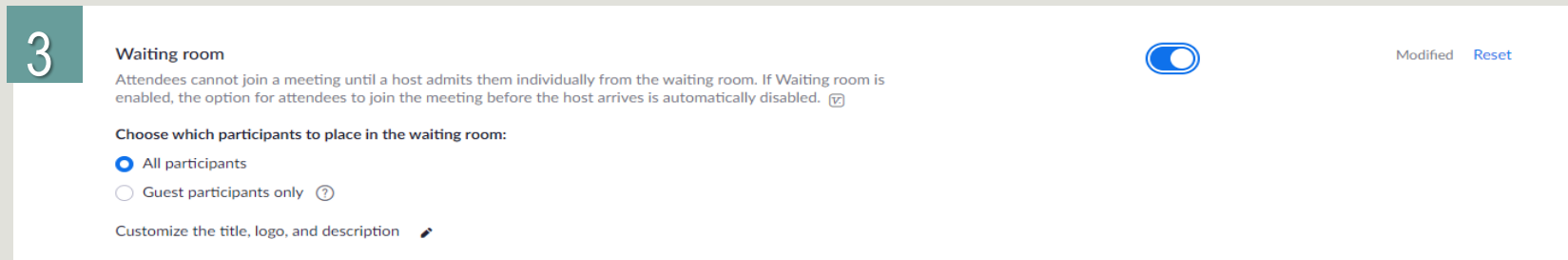
1



2



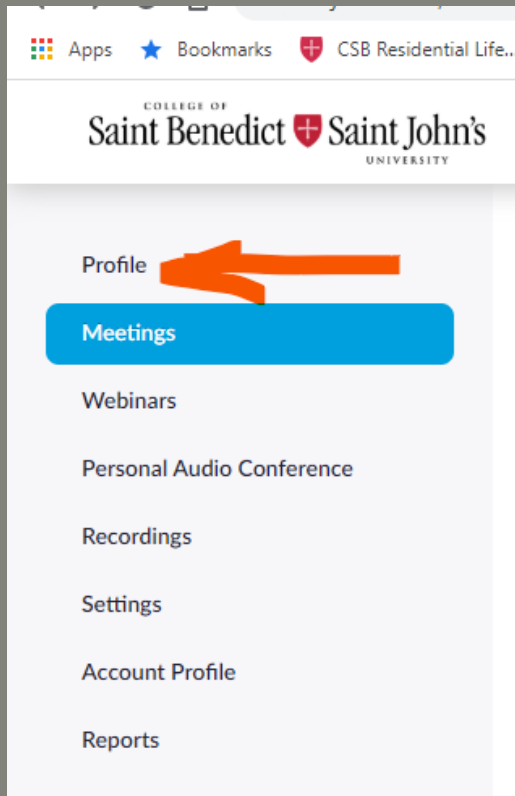
3



# ZOOM Profile

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*



The screenshot shows the Zoom profile page for Mary Beth Thompson. The profile information includes:

- Name:** Mary Beth Thompson
- Department:** Institutional Research and Assessment
- Job Title:** Student Success System Administrator
- Company:** College of Saint Benedict and St. John's University
- Account No.:** 974303

The 'Personal Meeting ID' section is highlighted with a yellow circle. It displays the ID '320-363-5183' and the link 'https://csbsju.zoom.us/j/3203635183'. There is an 'Edit' link next to the ID. Below the ID, there is a note: '× Use this ID for instant meetings'.

Other profile settings include:

- Personal Link:** Not set yet. (Customize)
- Sign-In Email:** MBThompson@CSBSJU.EDU
- Linked accounts:** [Google]
- User Type:** Licensed
- Capacity:** Meeting 300
- Language:** English (Edit)
- Date and Time:**
  - Time Zone:** (GMT-5:00) Central Time (US and Canada) (Edit)
  - Date Format:** mm/dd/yyyy (Example: 08/15/2011)
  - Time Format:** × Use 24-hour time

At the bottom, there is a 'Calendar and Contact' section with a note: 'You can integrate with 3rd party services or apps, such as Google, Outlook or Exchange, to sync the calendar and contacts.' A 'Help' button is located in the bottom right corner.

# Profile Settings



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

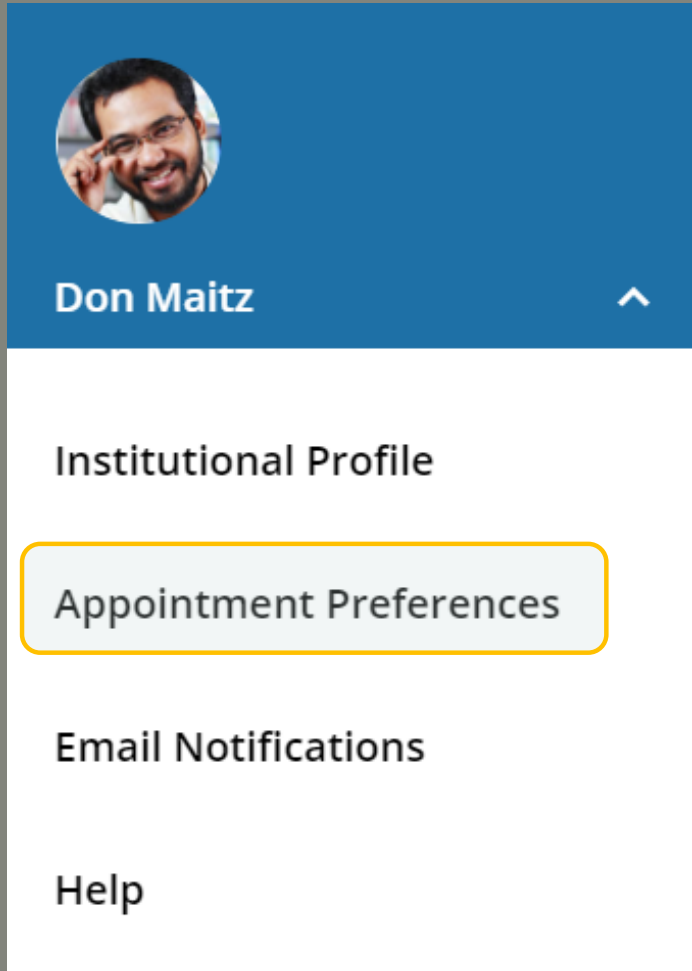
A screenshot of a user profile settings menu. At the top is a blue header with a circular profile picture of a man with glasses and a beard, and the name 'Don Maitz' below it. Below the header is a white menu with several options: 'Institutional Profile' (highlighted with a yellow border), 'Appointment Preferences', 'Email Notifications', and 'Help'. A small upward-pointing arrow is visible in the top right corner of the blue header.

# 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



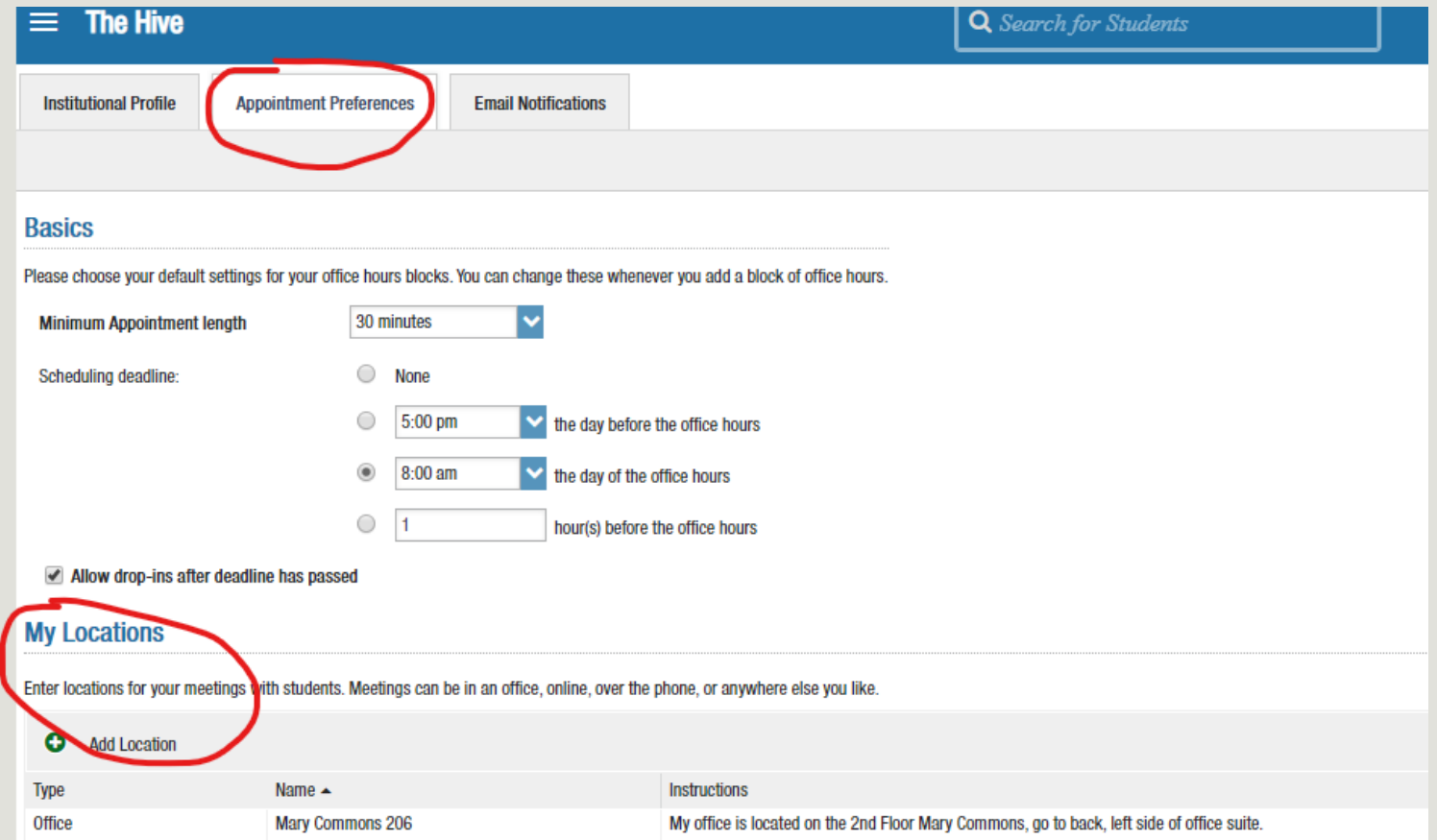
Don Maitz

Institutional Profile

**Appointment Preferences**

Email Notifications

Help



The Hive

Search for Students

Institutional Profile **Appointment Preferences** Email Notifications

### Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 30 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 8:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

### My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

[+ Add Location](#)

Type	Name	Instructions
Office	Mary Commons 206	My office is located on the 2nd Floor Mary Commons, go to back, left side of office suite.

# Hive – Adding a Location

*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.*

## 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 – you 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

**Add Location**

\* Type

\* Name

Instructions

\* Required fields

Cancel Save

# 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

The screenshot shows the 'Email Notifications' tab in 'The Hive' interface. Under 'Appointments Notifications', there are three radio button options for 'Planning Reminders': 'send me a separate email reminder for each appointment' (unselected), 'send one email reminder with all appointments' (selected), and 'don't send me an email reminder' (unselected). Below this, 'Send Planning Reminders' is set to '4:00 pm' and 'the day before'. 'Appointment Alerts' is set to 'Send me an email 15 minutes before the start of an appointment'. There are two checked checkboxes: 'change to my appointments' and 'change to my Office Hours/Group Sessions'. A red box highlights the 'Read busy times from external calendar' section, which includes an unchecked checkbox and an important note: 'Important: In order for this setting to take effect, you must share your calendar with starfish@csbsju.edu. Click here for further instructions'.

The Hive

Institutional Profile Appointment Preferences Email Notifications

NOTE: If you do not receive The Hive email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client.

### Appointments Notifications

Planning Reminders  send me a separate email reminder for each appointment  
 send one email reminder with all appointments  
 don't send me an email reminder

Send Planning Reminders: 4:00 pm the day before the appointments

Appointment Alerts:  Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments  change to my Office Hours/Group Sessions

**Read busy times from external calendar**

Read busy times from my external Exchange calendar

**Important:** In order for this setting to take effect, you must share your calendar with starfish@csbsju.edu. [Click here](#) for further instructions



# 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).

The screenshot shows the 'Office Hours' setup form in The Hive. At the top, there is a blue header with 'The Hive' logo and a hamburger menu icon. Below the header, there are two buttons: 'Office Hours' (with a clock icon) and a calendar icon. A 'Cancel' button is in the top right corner. The form is for 'Mary Beth Thompson'. It has a text input field for the title, currently containing 'Office Hours'. Below that is a dropdown menu set to 'Weekly' and a 'Repeats every' field set to '1' week. There are checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. Below these are two text input fields for 'Enter Start Time' and 'Enter End Time'. A note states: 'Note: You may select more than one location to give students a choice.' There are three location options, each with a checkbox: 'Mary Commons 206' (with a sub-note: 'My office is located on the 2nd Floor Mary Commons, go to back, left side of c...'), 'Zoom Meeting:' (with a sub-note: 'Join Zoom Meeting https://csbsju.zoom.us/j/3203635183'), and 'Meet by Phone' (with a sub-note: 'Please include a phone number at which I should call you.'). Below these is a dropdown menu set to 'Scheduled And Walk-ins' and a sub-note: 'Take either scheduled appointments or walk-ins'. At the bottom, there is a dropdown menu set to '30 minutes' and a sub-note: 'minimum appointment length'. A 'Cancel' button is in the bottom right corner.

# 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-X-XJnLnawHJHd4p\\_N\\_xdmVfTI](https://www.youtube.com/playlist?list=PLCs1wrE-X-XJnLnawHJHd4p_N_xdmVfTI)

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

## Questions? Need help?

Contact Mary Beth Thompson at 320-363-5183 or via email at [mbthompson@csbsju.edu](mailto:mbthompson@csbsju.edu)