

	Which Tool Do You Use?	How do You Set This Up?	How Does a Student Join the Meeting?	How Do you Know When a Student Signs Up?	Is the Meeting Private?	Is there a Recording Option?	Can you share the same meeting with multiple classes?
Create One-on-One Office Hour Meetings in WebEx that students can sign up for	Using the Designated "Office Hours" tab within the WebEx tool in Canvas	<ul style="list-style-type: none"> • Enable WebEx tool in your course, • Set Up Your Office Hours 	They sign up for appointment, then receive a confirmation email from WebEx with meeting details.	WebEx sends email to professor after student selects time with meeting details.	Yes! This option creates a private WebEx Meeting.	Yes! Can be recorded on computer or privately in WebEx.	Yes! Once you create a series of Office Hours in WebEx, it is visible to ALL classes that have WebEx enabled.
Create an "Open" Office Hour, Visible to all Students in One Class, using Conferences	Canvas Conferences within the course in which you would like to hold the hours.	<ul style="list-style-type: none"> • Announce Office Hours to Students • Create Canvas Conference at that time 	From the Conferences area in their course.	You Don't! You just sit in the virtual meeting and wait for them to show up.	No. (Use the one-on-one method for a private meeting option)	Yes! However, it will be visible to all students in the class from the Conferences panel.	It is possible, but not recommended.
Create One-on-One Office Hour Meetings with Students using Conferences	Canvas Calendar Scheduler and Canvas Conferences	<ul style="list-style-type: none"> • Create an Appointment Group in Canvas Calendar with Conferences as the location • Create individual Conferences, inviting only the student who has signed up for the meeting. 	Student Signs Up for a Scheduler Appointment, then joins the conference from the Conferences panel in their course.	You can receive a Canvas notification message and the appointment will be opaque on your Canvas Calendar.	Yes! As long as you only invite the student who has signed up for the meeting to the conference.	Yes! The recording will only be visible to the invited student in the Conferences Panel.	Yes, but you must share the same calendar appointment group with multiple classes (option available during setup).

Some notes about other ways we've seen office hours be set up:

Using WebEx Personal Room

- Host office hours that are available to all your students, or anyone who you share the link with.
- Start by customizing your WebEx Personal Room link WebEx portal (webex.fscj.edu)
- Share the Personal Room link within your course (In a module, syllabus, or announcement, for example.)
- Also share the office hours you are available to meet (Ex. Every Monday from 2-4)
- Provide directions to students on how to join – (Click or copy/paste link, download WebEx application)
- Use lock feature to keep students in lobby if meeting with another - using this method, no predetermination for limit of students that attempt to join at the same time
- No option to pre-plan/schedule hours in advance using the Personal Room.
- You do not need to enable WebEx in your course to use this method.