# Create a Bookable Zoom Meeting Schedule for Students within Canvas
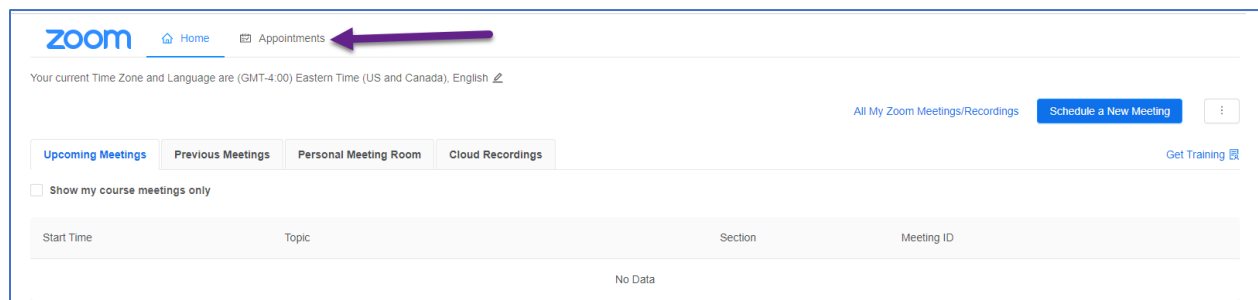
With the Zoom integration in Canvas you can create schedules with dates and time slots on a module so that students can book to meet with you over Zoom. This is very useful for office hours/1:1 meetings.
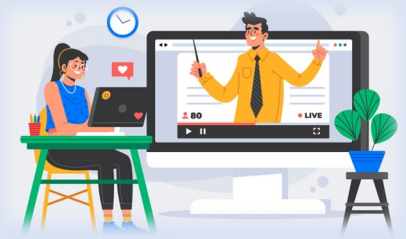
To create a booking Zoom meeting schedule for your students within a Canvas module, complete the following steps:

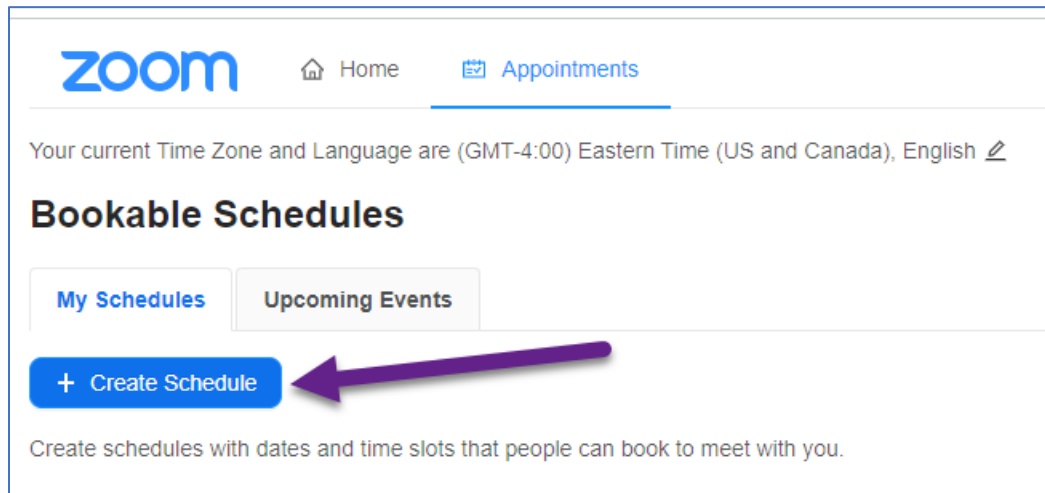1. Select "Zoom" from the Course Navigation menu.
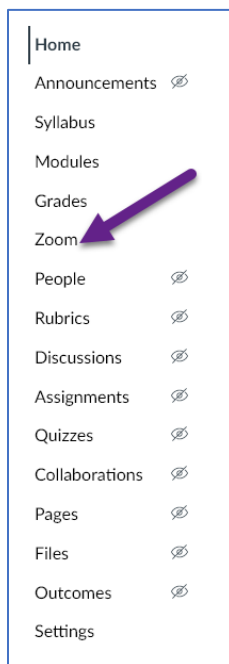
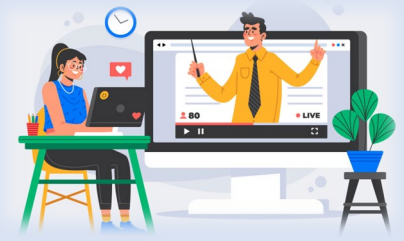2. Select the "Appointments" tab at the top of the page.

3. Under the "My Schedules tab" select "Create Schedule."

zoom 🏠 Home 📅 Appointments

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English ✎

Bookable Schedules

| My Schedules | Upcoming Events |

+ Create Schedule

Create schedules with dates and time slots that people can book to meet with you.

4. Fill out all of the information in the New Bookable Schedule window:
    a. Select the days and times are available to be booked.
    b. Select the duration of bookable slots.
    c. Enter a name in the Event Name field (e.g. "Office hours").
    d. Optional: Enter an event description in the Event Description field.
    e. Select "Create."

New Bookable Schedule   ×

Select Days

Sun   Mon   Tue   Wed   Thu   Fri   Sat

☑ Follow the same schedule each day

11:15 AM 🕐   to   12:15 PM 🕐   ⊕

☑ End repeat on   12-07-2023   📅

Duration

30 minutes ∨

Event Name

Office Hours

Event Description *(Optional)*

Book a time slot to meet with me for Office Hours.

Create   Cancel

5. Students can now book a slot for a meeting by doing the following:
    a. navigating to the Zoom tab of the module, selecting "Appointments," and selecting the available schedule.
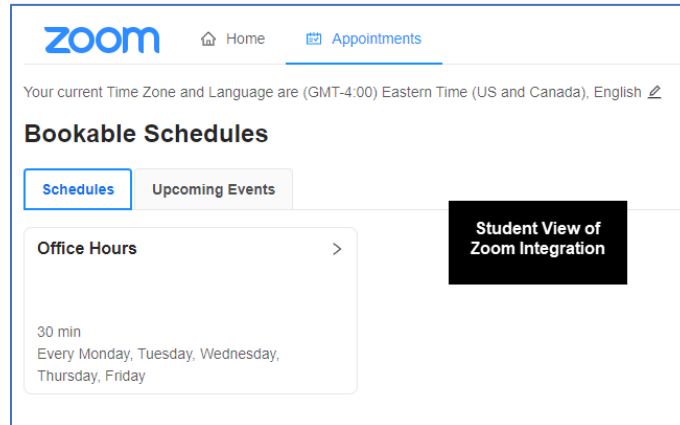
    b. selecting an available time slot and selecting "Book."
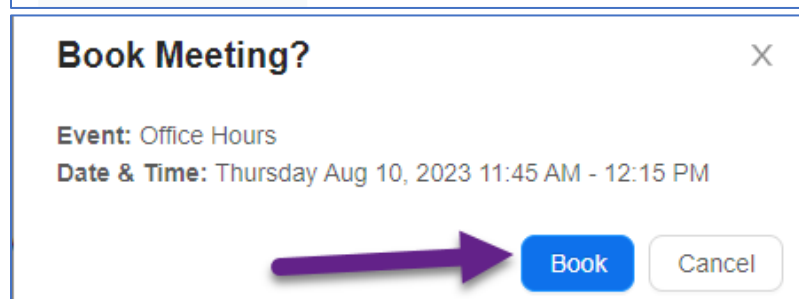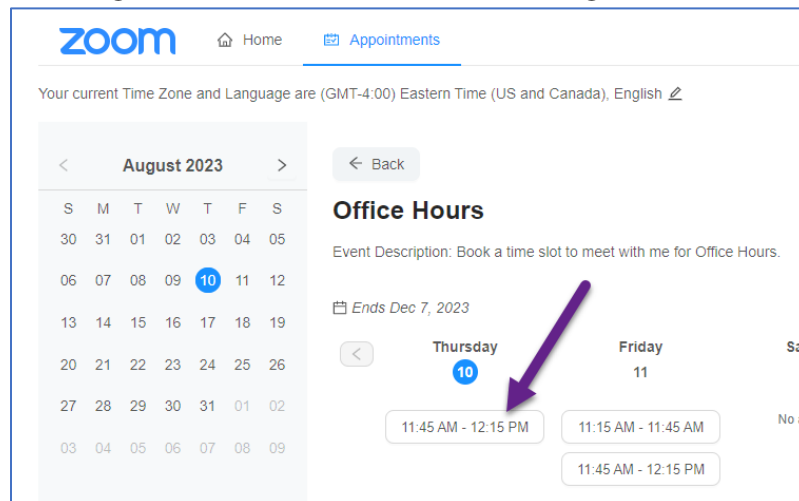
6. The booked meeting will then appear on the instructor's "Appointments" tab under "Upcoming Events."

7. Click "Start" to start the meeting.

Adapted from Munster Technological University