



# Brightspace – Calendar

*Originally created by Prof. Susan Bakhshian*

## Create Traditional Office Hours

- No sign ups, no email notifications, no appointments

## Set up a Zoom meeting

- Name it (e.g. “Office Hours for Remedies” or “Office Hours Weds. 1 to 3 pm”)
- Mark it recurring to create one Zoom link for all office hour sessions

## Go to Brightspace Course and Create an Event

- Click on Calendar Tab (in the ribbon on top)
- Create Event (blue button)
- Enter Event Title
  - Use the same name as your Zoom Link (“Office Hours for Remedies”)
- Description
  - Put the Zoom Link in the description
  - Add any other instructions to students, such as:
    - These are drop in office hours. There are no appointments. I will use the waiting room feature to let you in one at a time.
    - These are drop in office hours. I do not use the waiting room so you are welcome to bring your questions or just listen to others.
- Attendees
  - Leave the default: Everybody in the Course Offering
- When
  - Set the date and time
  - Click “Add Recurrence” if you want to set the same day and time for the semester (e.g. every Weds. from 1 to 3 pm)
- You can hide the “Event” or set a date at which students can see it
- Put the Zoom link in Location
  - By putting the Zoom link in Location and Description, it is easy for students to find
- Last step: Click Create (blue button at the bottom of the screen)

