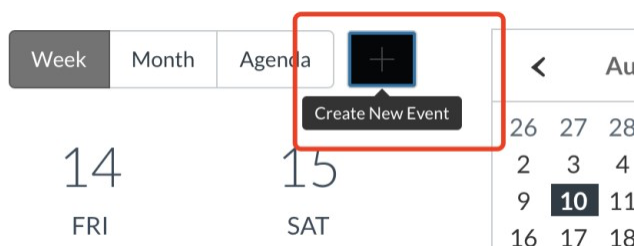


How to set up office hours using appointment system in Canvas

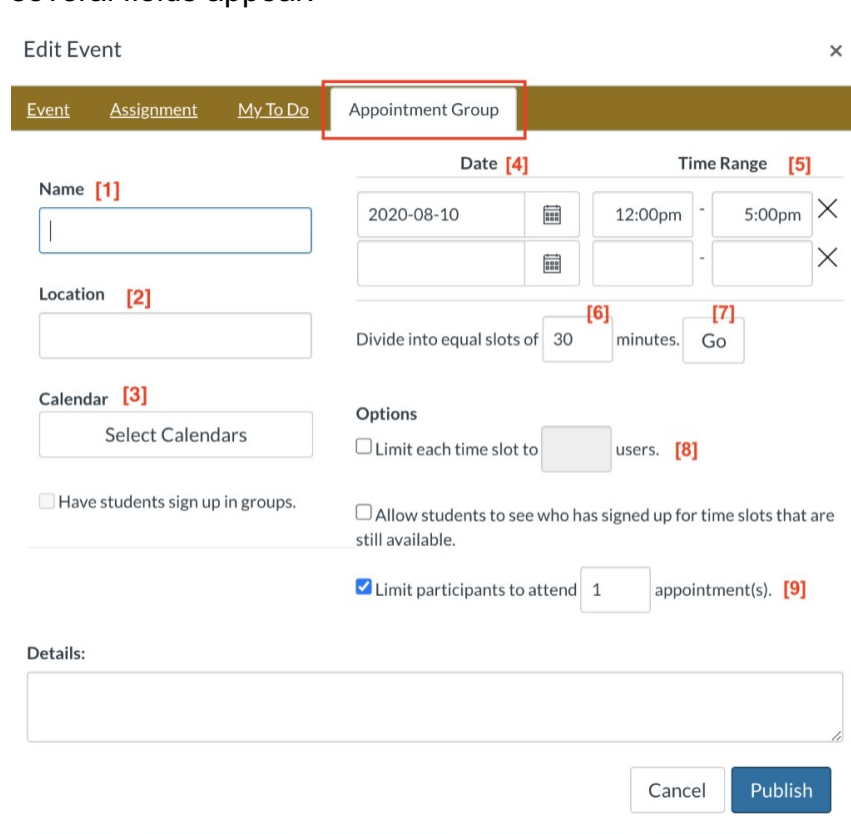
For instructors/TAs:

TAs are also able to create appointment slots on behalf of their instructor through their canvas account as well, the steps are identical to those of an instructor.

1. Clicking on the “+” button on the upper right corner of Canvas Calendar



2. A window called Edit **Event** will pop up. Select **Appointment Group** tab and several fields appear.



The screenshot shows the 'Edit Event' window in Canvas. At the top, there are tabs for 'Event', 'Assignment', 'My To Do', and 'Appointment Group'. The 'Appointment Group' tab is selected and highlighted with a red box. Below the tabs, there are several fields and options:

- Name [1]**: A text input field.
- Location [2]**: A text input field.
- Calendar [3]**: A dropdown menu with 'Select Calendars'.
- Date [4]**: A date picker showing '2020-08-10'.
- Time Range [5]**: A time range picker showing '12:00pm - 5:00pm'.
- Options**:
 - Limit each time slot to [] users. [8]
 - Allow students to see who has signed up for time slots that are still available.
 - Limit participants to attend [1] appointment(s). [9]
- Divide into equal slots of [6] minutes. [7]**: A field showing '30' minutes and a 'Go' button.
- Have students sign up in groups.**:
- Details:**: A large text area for additional information.

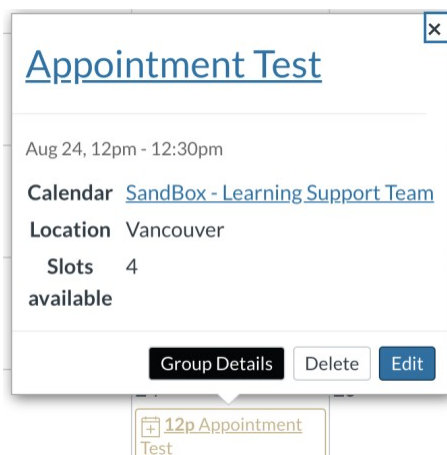
At the bottom right, there are 'Cancel' and 'Publish' buttons.

- a. **Name [1]:** The name of the appointment
- b. **Location [2]:** Location (or maybe link) where the appointment happens (i.e. link for recurring zoom meetings).
- c. **Calendar [3]:** Select the course(s) where you want to create the appointment group.
- d. **Date and Time Range:** Choosing date [4] and time [5] for appointments/office hours.
 - a. **Dived into equal slots of xx minutes:** You can split the time range into multiple time slots by entering the division time into the time field [6].
To create the time slots, click the Go button [7].

NOTE: The date, time range, and appointment slots cannot be modified after the appointment group is saved. However, additional dates, time ranges, and appointment slots can be added to the original appointment group. It may also take some time for appointments to load if many slots are being added at the same time, especially if you are on an older software

- e. **Limit each time slot [8]:** Limit how many students can sign up for a time slot
- f. **Limit participants to attend xx appointment(s)[9]:** Limit number of appointments available for each student.

3. After creating appointments group, you can view and edit the appointment group via calendar by clicking on the color box of the appointment and then clicking on the **Group Details**.



If the instructor has created group sets in the course, the **Have students sign up in groups** checkbox allows students to sign up appointments by group.

Calendar

History 101

1 Have students sign up in groups.

Group Category

2 Project Groups

For students:

Students can sign up to groups themselves via **Calendar**. Select **Find appointments** on the right side of calendar bar.

Groups

Calendar

Inbox 55

History

5	6	7
12	13 10a Q and A	14
19	20	21

Appointments

Find Appointment

Once you have clicked “Find Appointment” select the course you would like to make an appointment from.

Select Course



✓ Cindy Fu 2021W1 ACR Sandbox
SandBox - Learning Support Team

Submit

They are able to view appointments on the Calendar panel. Faded time slots indicate the time slot has been reserved.

Today ← → June 2018 Week Month Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 A-Closer-Lee	30 Tools and M	31	1	2
3	4 4:29p Article	5 10a Project S 10:30a Proje 11a Project S 3:59p To Sigr	6 10a Museum 2p Class Reat	7 1:59p Histor	8 4:59p Chapte	9
10 Revolution Tr	11 Declaration	12 Major-Biome	13 12:59a Cell-E 2p Class Reat	14 Book Fair 12p Project S 12:30p Proje 1p History 1 1p Project Sij 1:30p Project 2p Project Sij 2:30p Project Bill-of-Rights	15	16
17	18	19	20	21	22	23

By clicking on the color box of a time slot, students can reserve the appointment. They can also reschedule the appointment by choosing another time slot, or cancel an appointment using **Un-reserve** link [2].

History 101 Office Hours

Jul 14, 2pm - 2:30pm

Calendar History 101

Location History Building, Office 101

Details This is an opportunity for you to ask any questions you have about the course.

Comments I would like to discuss the final project.

Un-reserve

3p Declaration of I
9:29p Research Pap
2p History 101 Off
4:59p Group Assign
7:29p Patriotism or

However, instructors are not able to assign students to a specific appointment.