

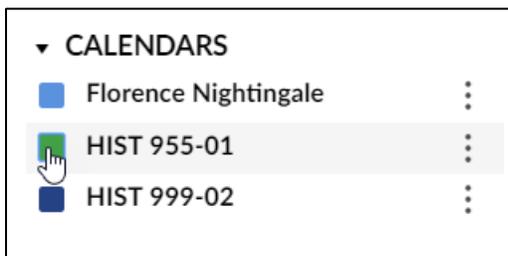
Using the Appointment Group Tool in Canvas to Schedule Student Appointments

The **appointment group** tool in Canvas makes it easy to have students sign up online for specific time slots that you designate for meetings with students. It's the perfect remedy to having that signup sheet tacked onto your office door...which is oh-so twentieth-century! (Additionally, you can set up the appointment group so that students cannot see who signed up for which time slot. Try doing *that* on a paper signup sheet!) This replaces the previously-used (albeit better named) **Scheduler** tool that Canvas used to use.

To create time slots for students to set meetings with you, click on the **Calendar** link on the left side navigation bar in Canvas:



You will then be in the default monthly view of the current month's calendar. Before you start scheduling appointment groups, however, first look over on the *far right* of the screen and ensure that the course you want to schedule appointments for has a colored square icon on the **Calendar** sidebar and is, therefore, an "active" course. (If it was on your Canvas Dashboard when you first logged in, it is.)



Next, simply click directly on the date on the calendar for which you would like to make your first set of appointments:



You will then see the same dialog box that you do whenever you wanted to create an event or an assignment in Canvas through the calendar. In this case, however, click the tab called **Appointment Group**, as circled below. Note the three *very important* items below as fill out your first appointment group:

1

After giving your appointment group a **Name** and a **Location**, make certain that you click the **Select Calendar** button shown to select the class for which you are setting this group of meetings. (Yes, you can select more than one class with checkboxes.)

2

Specify your **Date and Time Ranges**, inputting the latter *exactly as the on-screen examples show*. (Such as **09:00am**; examples will be shown as you start typing.) At this point, **make absolutely certain** that you click the **Go** button pointed to here to **split** that time frame into segments of 30 minutes (or however many minutes you specified in the **Divide into equal slots of...** box immediately to its left). **You must click that Go button for the time spans you input.** This saves you from laboriously typing in each and every 30-minute time frame! See below for additional information.

3

Be sure to look over the various **Options** indicated in the circled area above, especially **Limit each time slot to...** to ensure just one student signs up for each slot. To make the appointment slots public to students in the course, click the **Allow students to see who has signed up for time slots** checkbox. This option also allows students to see *comments* other students add to their appointments. Type something into the **Details**, if you like; students *will* see that information, as well. Assuming all of your time blocks were properly split up (see number 2 and the following page), click **Save & Publish** at the very bottom of this dialog box when complete, but be aware once you click **Save & Publish**, you will no longer be able to *edit existing time slots*. (You can **ADD** time slots, but not edit existing ones.)

The importance of clicking the **Go** button for *each and every time span* cannot be emphasized enough. Below, you will see what happens when you click the **Go** button when compared to the previous screen capture:

Edit Event

Event Assignment Appointment

Below we see the end of the previously-created appointment sets from the previous page. Note that they are properly divided into 30-minute blocks.

Date	Time Range
Tue Oct 24, 2017	2:00pm - 2:30pm
Tue Oct 24, 2017	2:30pm - 3:00pm
Tue Oct 24, 2017	3:00pm - 3:30pm
Mon Oct 30, 2017	10:30am - 12:30pm

Here we added one more 90-minute block of time at the bottom, but to divide it into 30-minute segments for newly-added appointments, we *again* have to click the **Go** button again after doing so.

Calendar: HIST 955-01

Divide into equal slots of 30 minutes. **Go**

Even after you click the **Go** button, you can continue to add additional time blocks at the end. Above, we added one more block for October 30, 2017. However, to get that 2-hour time frame properly divided up into 30-minute segments, we *again* have to click the **Go** button:

Edit Event

Event Assignment Appointment Group

Name: Final Project Meeting

Location: Parmer 555 (My Office)

Calendar: HIST 955-01

Date	Time Range
Mon Oct 30, 2017	10:30am - 11:00am
Mon Oct 30, 2017	11:00am - 11:30am
Mon Oct 30, 2017	11:30am - 12:00pm
Mon Oct 30, 2017	12:00pm - 12:30pm

Divide into equal slots of 30 minutes. **Go**

On the screen shown here, the **Go** button was clicked again, and you will see that the appointment times for Monday, October 30, 2017 were properly divided into separate 30-minute appointment blocks. Made a mistake? You can *remove* a time block by clicking the **X** icon to the right of each individual time span. You will **NOT** be able to make any *changes* to times once it is **published**, however, so catch any errors now! (You can always delete a slot later, but not edit it.)

Cancel **Publish**

As soon as you click **Publish** at the bottom of this dialog box, your students will receive a notification sent to their Dominican email address as well as any other email addresses they added within *Canvas*. It is possible students *may* have disabled their notifications under the Scheduler category on their own Notifications settings page, which is certainly within their rights in *Canvas*. Therefore, it does not hurt to alert students on your own that you have set up this scheduling system online.

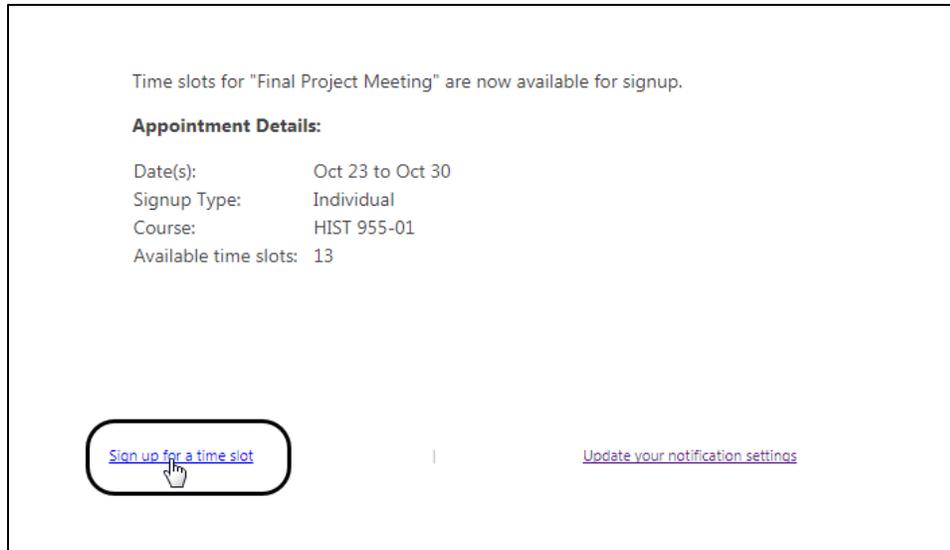
IMPORTANT: Once you click **Publish** you will no longer be able to *edit* any of the time slots. You can edit the details and even the title, but **NOT** the time slots!

Once you **Publish**, you will see on your calendar all your appointments. They will be slightly faded in color because they are not actually **set** in your calendar until a student signs up for a slot:

22	23	24	25
	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 10:30a Final Project I</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 11a Final Project Me</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 11:30a Final Project I</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 12p Final Project Me</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 1p Final Project Meet</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 1:30p Final Project M</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 2p Final Project Meet</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 2:30p Final Project M</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 3p Final Project Meet</div>	
29	30	31	1
	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 10:30a Final Project I</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 11a Final Project Me</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 11:30a Final Project I</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">+ 12p Final Project Me</div>		

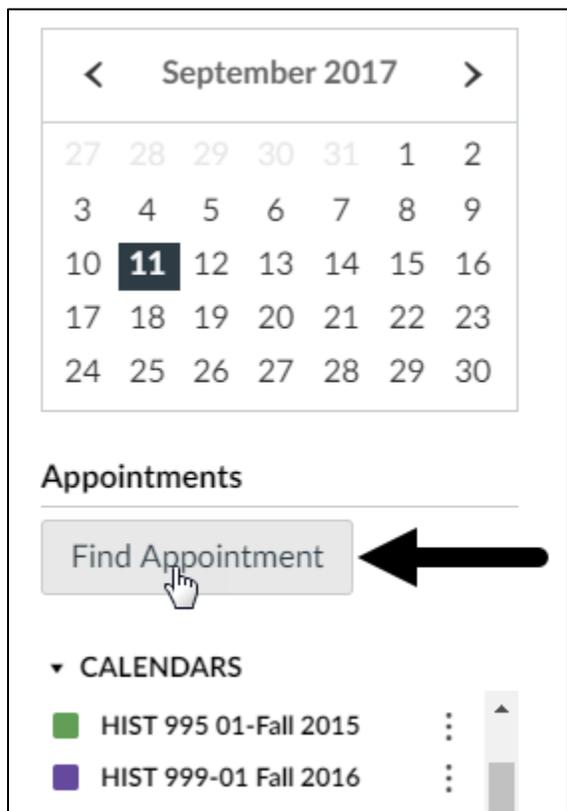
The Student Perspective

The content of the automatically-generated email that students receive will look like this:



Again, however, **your own communication to students will be critical!** We have a separate guide for the student perspective available on [the Support Center site](#) that you should point out to your students.

To sign up for a time slot, students can either click on the link in the email circled above, or head to their view of the **Calendar**. If heading to the Calendar, however, they will NOT see anything immediately in their view. Instead, they **must** click on the **Find Appointment** button at the far right side of the screen:



When clicking that, they will first be prompted to select a course site:

Select Course
×

When they do that, they can either click on **Agenda** to get a listed view of open slots, or on **Month** to view the open slots in context with their other items on the Calendar.

If going into the regular **Month** view, they will see **ALL** of the available dates that are still open, which is very similar to your own view:

22	23 <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="10:30a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="11a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="11:30a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="12p Final Project Meeting"/>	24 <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="1p Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="1:30p Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="2p Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="2:30p Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="3p Final Project Meeting"/>	25
29	30 <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="10:30a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="11a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="11:30a Final Project Meeting"/> <input style="width: 100%; border: 1px solid #ccc; padding: 2px 5px;" type="button" value="12p Final Project Meeting"/>	31	1

Students must then click directly on the date/time that they want to reserve. When they do, they will see the box shown below. They can then click the **Reserve** link to "book" the meeting time:

Final Project Meeting

Oct 24, 1pm - 1:30pm

Calendar HIST 955-01

Location Parmer 555 (My Office)

Details Select a 30-minute time slot where I can discuss your final project proposals with me. If you have not yet selected a topic, we can use this time to also narrow down your choice.

Attendees

Slots 1 available

Comments

I am still unsure of a topic and will need some help selecting one.

Reserve

1p Final Project Meeting

Students select an available time slot by clicking directly on an open time slot. (Number 1, shown here.) When they do, they will get the dialog box shown here. Optionally, they can add in **Comments**. (Number 2.) To reserve the slot, they click the **Reserve** link. (Circled.)

They cannot, of course, sign up for a time slot that is already taken. (Such slots will not appear **AT ALL** in their view of the calendar unless you allowed students to see other appointments, in which case it will appear in a faded color in their view.)

Once students have reserved a time slot, from that point onwards it will appear on their calendar like any other event:

23	24	25
	<input checked="" type="checkbox"/> 1p Final Project Meeting	
30	31	1

Checking the reserved times

When *you* go back to the **Calendar**, you can see who has reserved each slot. (The slots that have been reserved will be a much darker color; the unreserved slots are in a lighter color.) You can click directly on an appointment to see who has reserved that time slot:

Final Project Meeting

Oct 24, 1pm - 1:30pm

Calendar HIST 955-01

Location Parmer 555 (My Office)

Details Select a 30-minute time slot where I will meet with you to discuss your final project proposals with me. If you have not yet selected a topic, we can use this time to discuss your choice.

Attendees Raymond J. Johnson **2**

Slots available None

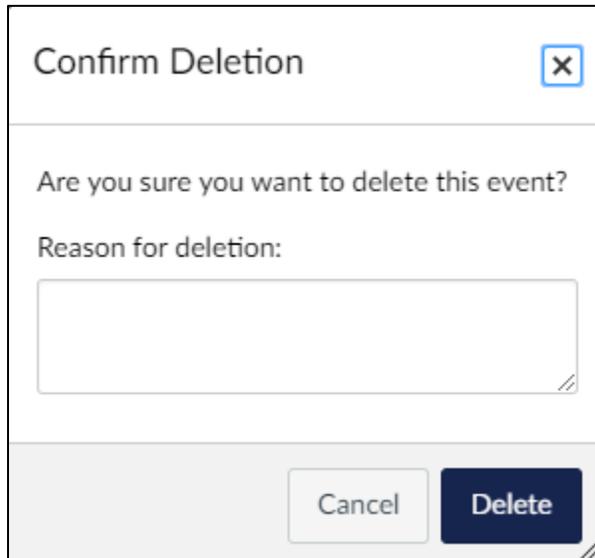
Comments **3** Raymond J. Johnson: I am still unsure need some help selecting one.

IMPORTANT! Clicking the **Delete** button will remove *this entire time slot* from the appointment block, preventing any students from signing up for same time. To **cancel** a student's appointment, click the **X** next to the student's name. This will remove the student from the time slot, but leave it on the calendar for other students to sign up.

Message students Group Details Delete Edit

1 Final Project Meeting

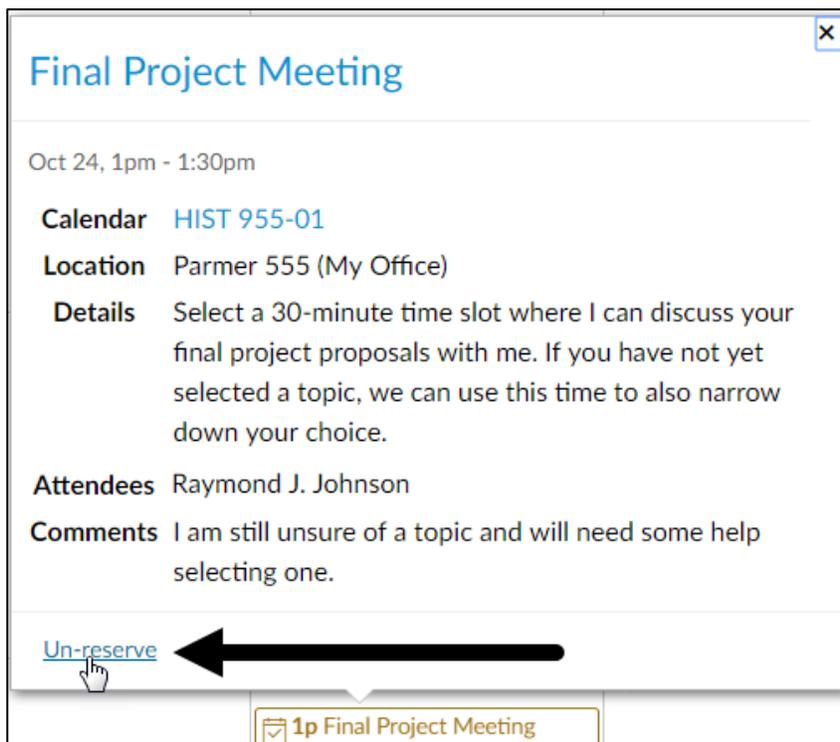
Be **careful** with the above dialog box! If you click the **Delete** button at the bottom, that will delete the time slot altogether, so that **no one** can sign up for that specific slot again. (Canvas warns you, stating you are removing "this event.") You can include a **Reason for deletion** as well. With or without a reason, students are notified automatically that this has been removed:



The image shows a 'Confirm Deletion' dialog box. At the top, it says 'Confirm Deletion' with a close button (X) on the right. Below that is the question 'Are you sure you want to delete this event?'. Underneath is a label 'Reason for deletion:' followed by a text input field. At the bottom, there are two buttons: 'Cancel' and 'Delete'.

If you in fact wanted to remove a **specific student** from that time slot you have to click the **X** directly to the right of the student's name, as shown next to **Attendees** in the screen capture above. This will keep the appointment slot open for another student to claim.

Students, by the way, can likewise remove themselves from an appointment time by clicking on the time they reserved in their **Calendar** and clicking **Un-reserve**:

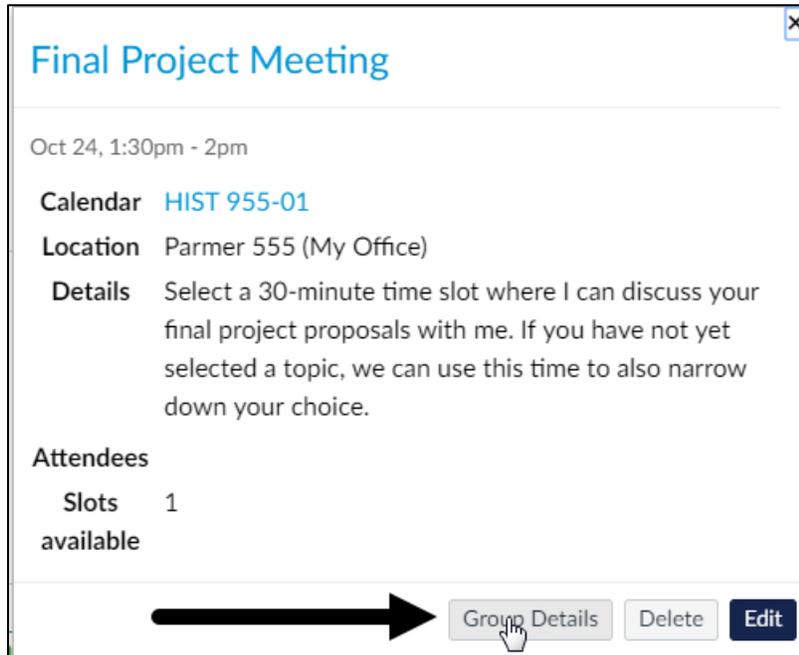


The image shows a screenshot of an appointment details window titled 'Final Project Meeting'. It includes the following information:

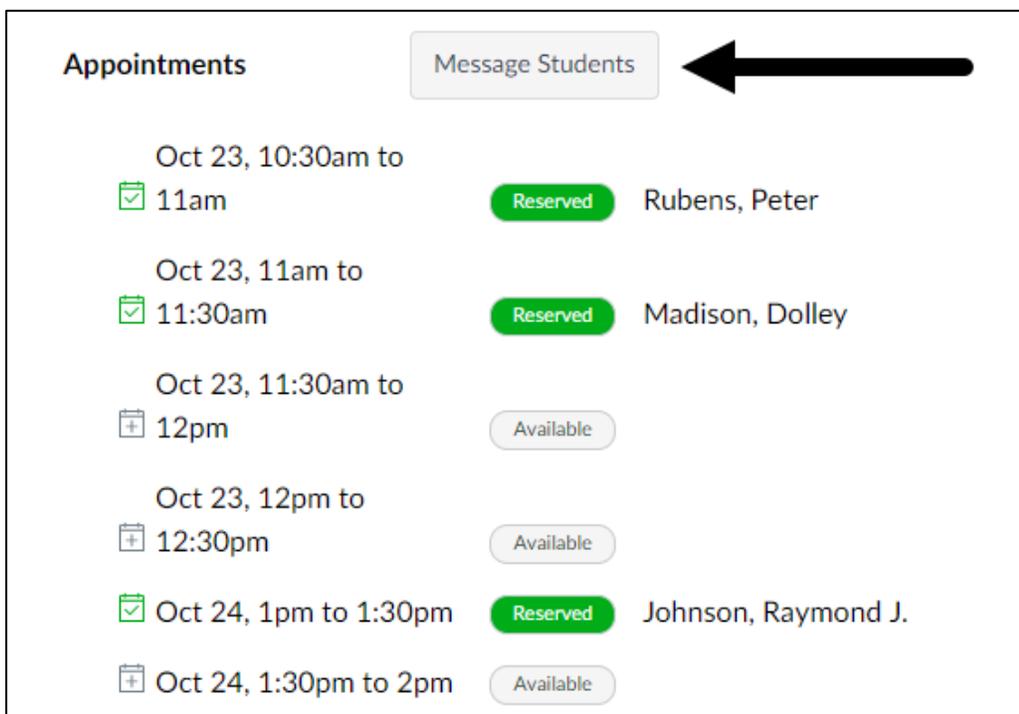
- Calendar:** HIST 955-01
- Location:** Parmer 555 (My Office)
- Details:** Select a 30-minute time slot where I can discuss your final project proposals with me. If you have not yet selected a topic, we can use this time to also narrow down your choice.
- Attendees:** Raymond J. Johnson
- Comments:** I am still unsure of a topic and will need some help selecting one.

At the bottom left, there is a link labeled 'Un-reserve' with a mouse cursor hovering over it. A large black arrow points from the right towards this link. Below the main content area, there is a small box containing a calendar icon and the text '1p Final Project Meeting'.

If you are having issues getting students to book an appointment, you can always send out a reminder message to those who have NOT yet booked an appointment. To do this, click on any **unreserved** (lighter-colored) time slots. On the ensuing screen, click the **Group Details** button:



The ensuing screen will display a listing of all of your original time slots at the top of the screen, as well as a button to **Delete Group**, which would delete absolutely everything regarding this span of appointments! But if you scroll further on down, you will see a complete listing of the slots that have been reserved or not reserved. More importantly, there is a **Message Students** button here:



Click that, and you will be presented with a dialog box where you can select **Users who haven't signed up** and compose a message underneath:

Message Students

Send a message to...

Users who haven't signed up ▾

All users

Users who haven't signed up yet

Users who have already signed up

Message:

A friendly reminder that you are among those in HIST 955 who have not signed up for an appointment to meet with me, as previously emailed.

Cancel Send