

# NEW SCHEDULER WORKFLOW

The Scheduler workflow in the Canvas calendar can be used to create a virtual sign-up sheet or an appointment group. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars. Please follow the instructions below on how you can add a Scheduler appointment group in a course calendar and on how students can reserve time slots in their own calendars.

## INSTRUCTOR VIEW

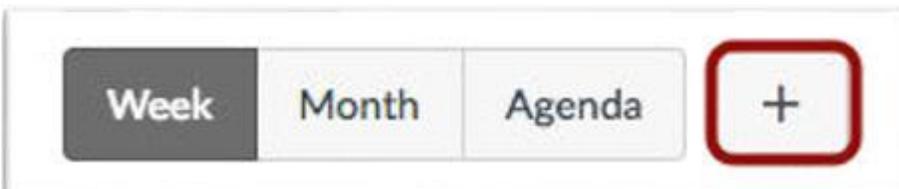
### Open Calendar

In Global Navigation, click the **Calendar** link.



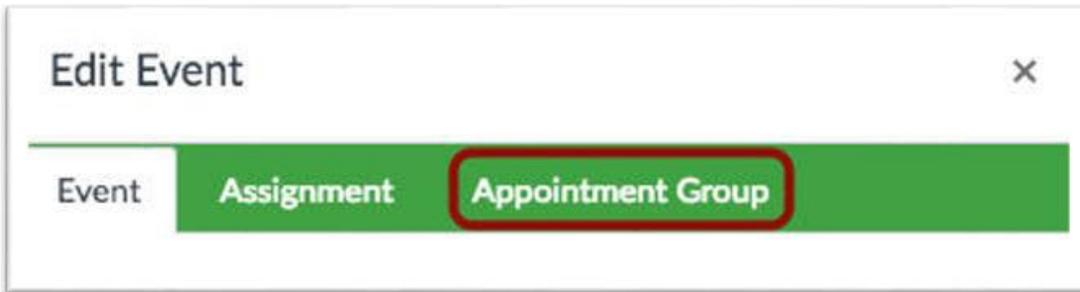
### Add Event

Click the **Add** icon.



## Open Appointment Group

Select the **Appointment Group** tab.



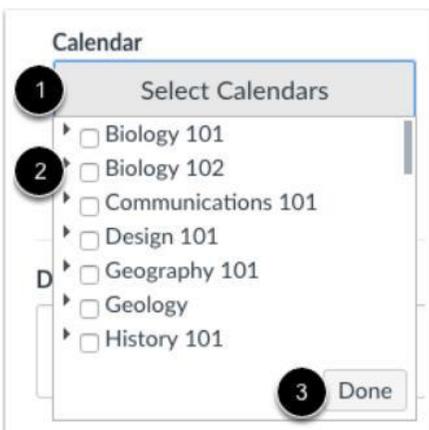
## Create Name and Location

Type the name of the appointment in the name field [1]. Type the location of the appointment in the location field [2].

A form with two input fields. The first field is labeled "Name" and has a black circle with the number "1" next to it. The second field is labeled "Location" and has a black circle with the number "2" next to it.

## Select Calendars

Click the **Select Calendars** button [1]. Select the course(s) or section(s) where you want to show the appointment group [2]. To close the Calendar list, click the **Done** button [3].



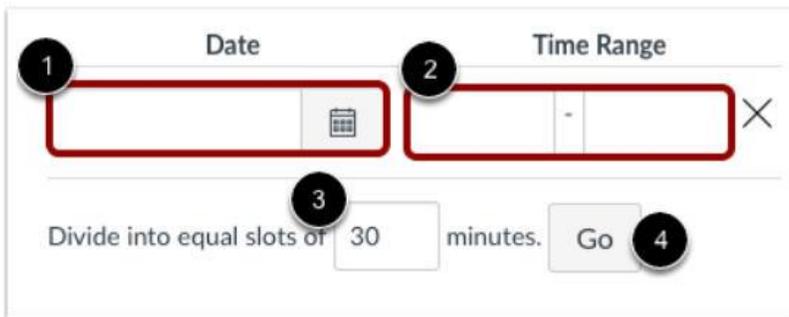
**Note:** The calendar cannot be modified once the appointment group is saved. However, additional calendars can be added to the original appointment group.

## Set Appointment Time Range

In the date field [1], enter the date of the appointment. You can also select a date by clicking the **Calendar** icon. Set the time range for the appointment by typing in the time range field [2]. You must include at least one-time slot.

You can split the time range into multiple time slots by entering the division time into the time field [3]. For instance, if you want to create 30-minute meeting times from 4:00 p.m. until 6:00 p.m. enter the number 30.

To create the time slots, click the **Go** button [4].



The screenshot shows a form with two main sections: "Date" and "Time Range".

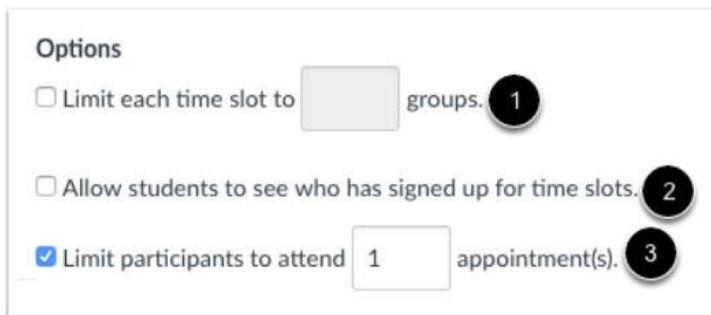
- 1**: A red box highlights the "Date" input field, which includes a calendar icon.
- 2**: A red box highlights the "Time Range" input field, which includes a minus sign and a close button (X).
- 3**: A red box highlights the "Divide into equal slots of" input field, which contains the number "30".
- 4**: A red box highlights the "Go" button.

## Set Appointment Options

You can limit how many students can sign up for a time slot by clicking the **Limit each time slot** checkbox and typing the number of time slots in the time field [1].

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 [2]. Selecting this option also allows students to see comments other students add to their appointments.

If you want to limit the number of appointment available, click the **Limit participants to attend [number] appointment(s)** checkbox [3].



The screenshot shows the "Options" section of the appointment form.

- 1**: A red box highlights the "Limit each time slot to" checkbox and its associated input field.
- 2**: A red box highlights the "Allow students to see who has signed up for time slots" checkbox.
- 3**: A red box highlights the "Limit participants to attend" checkbox and its associated input field, which contains the number "1".

## Add Appointment Details

If you want to add details about the appointment group, type them in the details field.

Details:

## Publish Appointment Group

Click the **Publish** button

CancelPublish

## View Calendar

Once an appointment group is created, the appointment dates and times display directly in your course calendar. Time slots that have been claimed are shown as a solid color; unclaimed time slots are slightly faded. You can click each appointment to view individual sign ups, student comments, or remaining available appointments.

You can also click the **Group Details** button to view all details for the appointment group, add new appointment slots, message students, edit the appointment group, or get a summary of all signups.

The screenshot shows a calendar for March 2018. A pop-up window titled "Canvas Training" is open, displaying the following information:

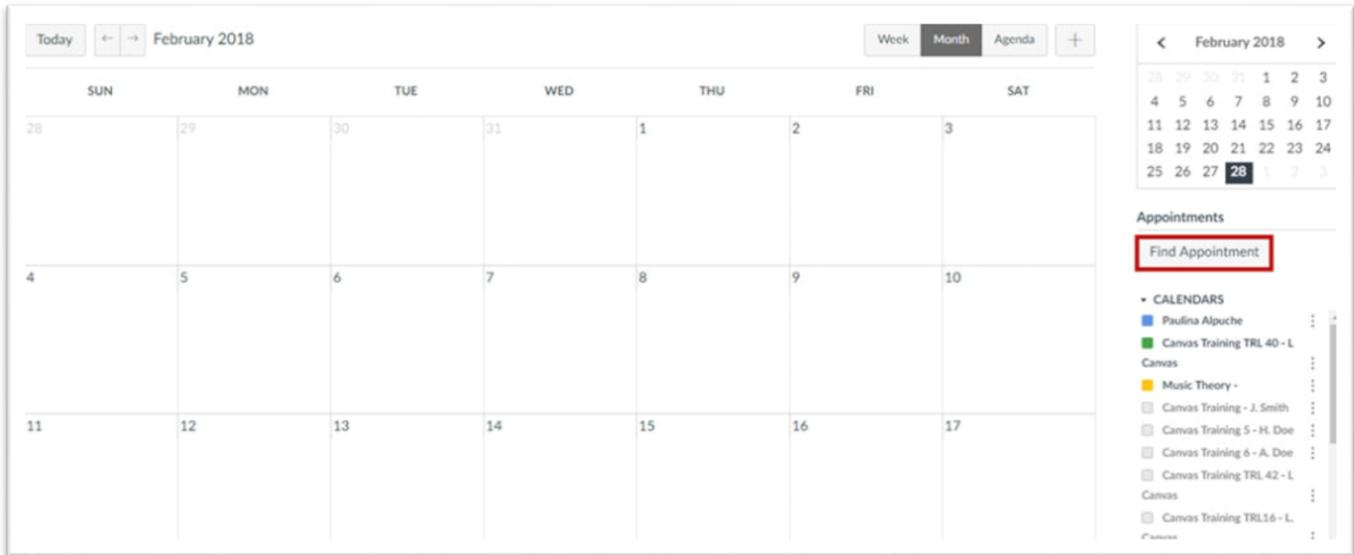
- Date and Time: Feb 28, 4:30pm - 5pm
- Calendar: Canvas Training TRL 40 - L Canvas
- Location: LR 141
- Details: I will be holding office hours for project #1
- Attendees: Paulina Alpuche (with a close button)
- Slots available: None
- Comments: (empty)

At the bottom of the pop-up, there are four buttons: "Message students", "Group Details", "Delete", and "Edit".

## Student View

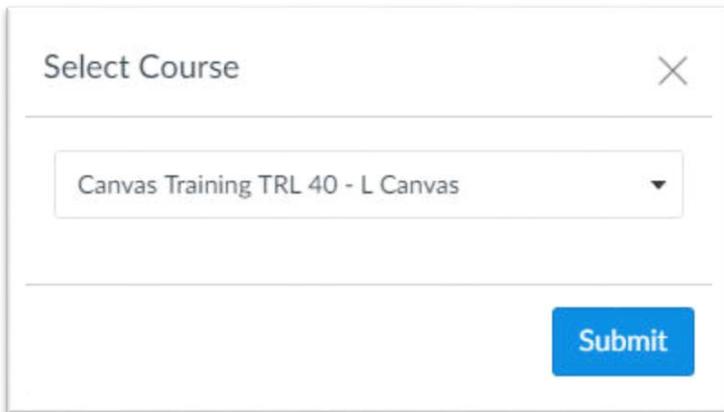
### Find Appointment

Students can find appointments with the **Find Appointment** button in the calendar sidebar.



### Select Course

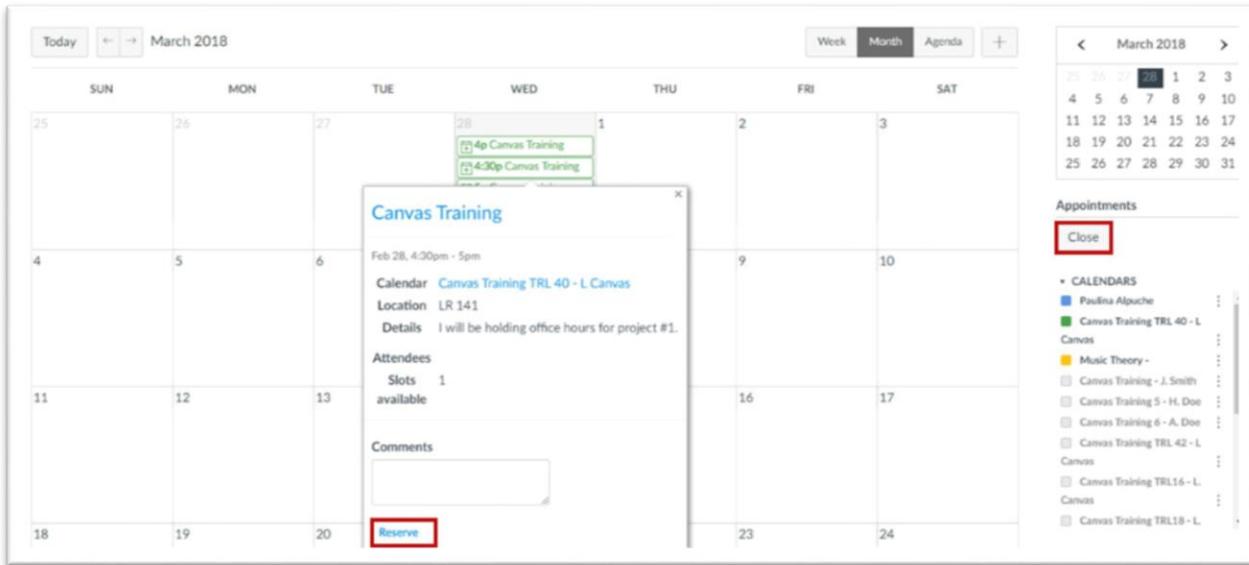
After pressing the **Find Appointment** button, students will be able to select only those courses that have appointments that are scheduled in the future. Once the student selects a course; all available appointments display in the student's calendar.



### Reserve Appointments

The student can reserve an appointment slot by selecting a date/time and clicking the **Reserve** link.

A faded time slot indicates the time slot has been taken. The student can close the appointment group view by clicking the **Close** button in the sidebar.



## View Appointments

Only the reserved time slot will display in the student's calendar. If students want to change their time slots, they must click the **Find Appointment** button again and repeat the appointment process.

