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].

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].

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

Publish Appointment Group
Click the **Publish** button

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.
**Find Appointment**

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

![Calendar with Find Appointment button highlighted]

**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.

![Select Course dialog with Canvas Training TRL 40 - L Canvas option]

**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.