# Creating Student Appointments with Canvas Scheduler Feature

The Scheduler feature within Canvas allows students the opportunity to schedule appointments with their instructor. Using the appointment group tool, students can sign up for appointment times in their own calendars.
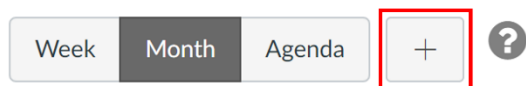
To create appointment blocks for students, click on the **Calendar** link located on the left side global navigation.
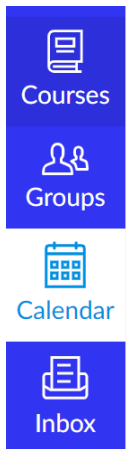
Then, select at least one course calendar by clicking on the box next to your course name. Please note that a course calendar must be selected before you can start. You can find your course calendar on the right side of your screen under **Calendars**.

Next, click the **Add (+)** icon.

Click the **Appointment Group** [1] tab.

Fill in the details for your appointments:

- **Name** [2]: Add a Name. Be as specific as possible to help your students know determine what type of appointment this is. Example: Individual Conferences, Mid-Term Review, etc.

- **Location** [3]: Add a location. If you are scheduling a Zoom meeting, you can add "Zoom Meeting Room." We do not recommend adding the Zoom's link.

- **Calendar** [4]: Click **Select Calendars** to choose the course calendar(s) you would like to create appointment blocks for. To close the calendar list, click **Done**.

- **Date and Time Range** [5]: Enter the date by clicking on the calendar icon. To specify your time range, enter the time you are available (Example: Mon Dec 14, 2020 from 10:00am – 2:00pm, Tues Dec 15, 2020 from 12:00pm – 2:00pm). Next, you can determine the time slots by entering the division time into the time field (Example: If you want to create 15-minute meeting times, you can put "Divide into equal slots of **15** minutes") [6]. Then, click **Go** to create time slots.

Note: If you want to remove an appointment time, click the **Remove (x)** icon next to the time slot.

- **Options** [7]:
  - **Limit each time slot to number of users:** Allows the instructor to limit the number of students per time slot.
  - **Allow students to see who has signed up for time slots that are still available:** Allows students to see who reserved which time slots and comments provided by other students.
  - **Limit participants to attend number of appointments:** Limits the number of appointments available to the student.
- **Details** [8]: This section is visible to the entire class and is a great section to add additional information. If you scheduled a Zoom meeting, use this area to provide Zoom Meeting Room link.

When you are ready, click **Publish**. The appointment blocks will be displayed on your calendar. As students make reservations, the time slots will become a sold color.

If you have any questions or would like to schedule a one-on-one training on how to use Canvas, please contact Monique Valencia at mvalencia@cerritos.edu.