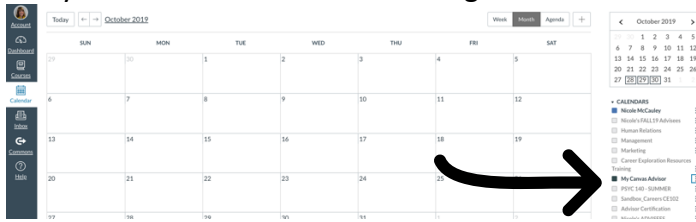
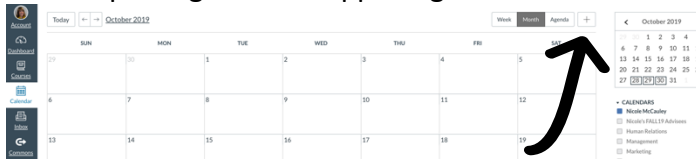


# HOW TO CREATE ADVISING APPOINTMENTS IN CANVAS

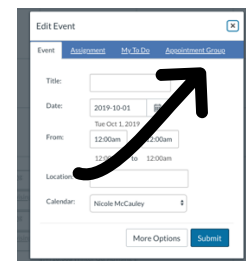
1. Click on your “calendar” icon in your left-side menu bar on Canvas.
2. Click on the “My Canvas Advisor” box on the right-hand-side to open that calendar.



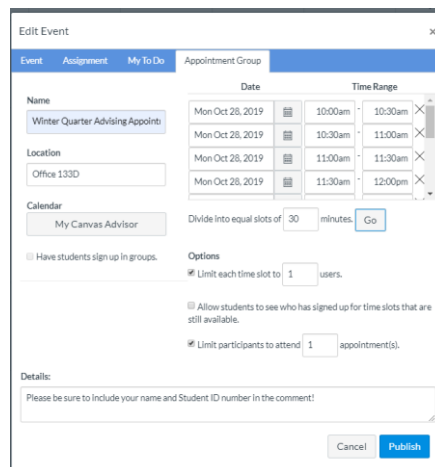
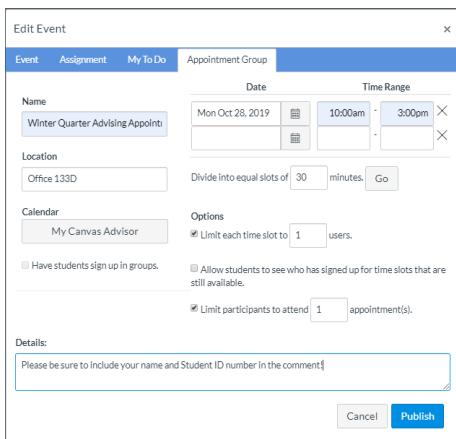
3. Click on the small “plus sign” in the upper-right corner to create an “event”.



4. Once the event box appears, click on the “Appointment Group” header option.



5. Now set up your “Appointment Group” details.
  - a. Type in an event name, such as “Winter Qtr Advising Appts”.
  - b. Write in your location, such as “My Office, 133M”.
  - c. Make sure your “My Canvas Advisor” calendar is selected.
  - d. Enter dates and times, according to your availability and preferences. You enter a block of time on a day, but be sure to go to “Divide into equal slot of (however many minutes long you want appointments to be) and click on “Go”. See figures below.
  - e. Under “options”, you can choose to limit time slots to 1 user and 1 appointment.
  - f. In the “details” section, consider requesting students to add their names to the comments section when they book an appointment; otherwise Canvas will just notify you that “a user” has booked that appointment with you.



6. Click the “publish” button and your time slots will now appear as viewable options for the advisees in your Canvas shell to sign up for!

