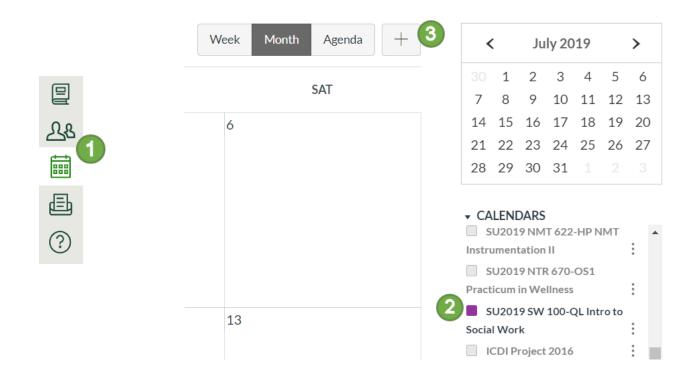
Instructional Design UAB Support SHP

Tuesday Tip

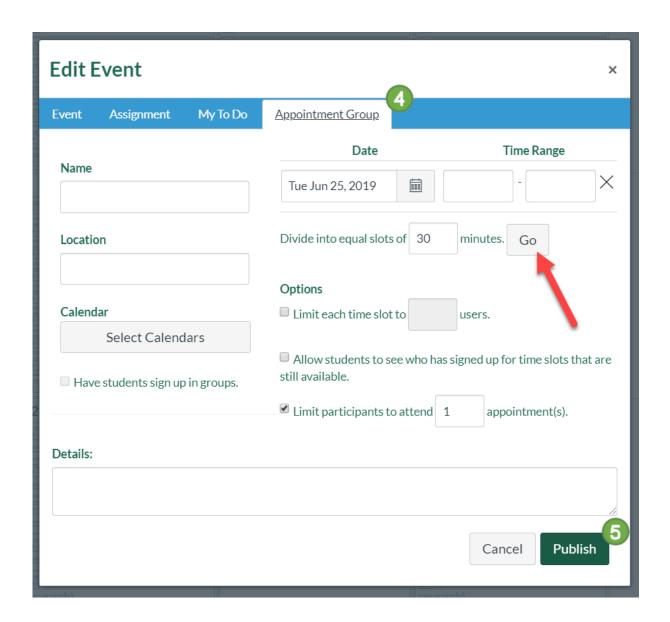
Your Canvas Secretary

Need a quick and easy way to manage office hours? There's a Canvas tool for that. Follow these steps to create an Appointment Group.

Click on the (1) Calendar icon, (2) select the course from the list on the right hand side, then click the (3) +.



Click on (4) Appointment Group and fill in the appointment information. **NOTE**: Once you have selected a date and entered a range of time, i.e. 1pm-4pm, be sure to hit GO. This will create equal time slots based on the length you indicated. Be sure to click (5) Publish when finished.



Students in the selected course will receive an email that a new appointment group is available. The email will provide a link to "Sign up for a time slot".

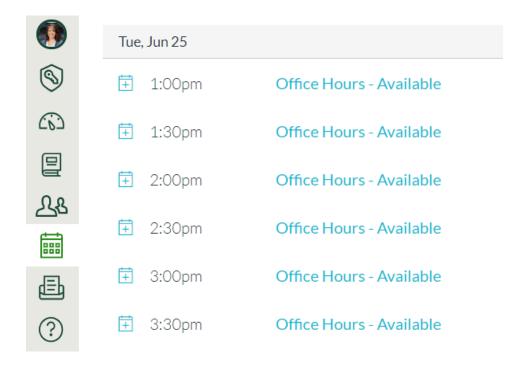
Appointment Details:

Date(s): Jun 25 Signup Type: Individual

Course: Courtney Garza_Sandbox



Clicking on this link will open the calendar within Canvas and display appointment times for students to select.



For more information, please contact the <u>IDS team</u>. View all of our Tuesday Tips on our <u>SHP/IDS website!</u>

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