

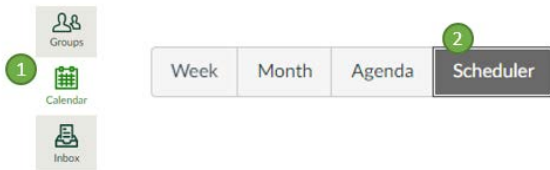


Tuesday Tip

Your Canvas Secretary

Need a quick and easy way to manage office hours? There's a Canvas tool for that. Meet the Scheduler.

From the Calendar, click on Scheduler.

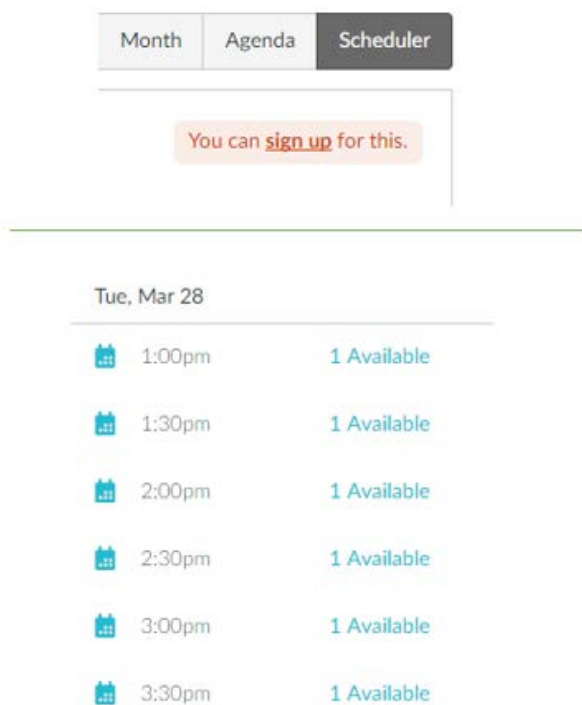


Click on Create Appointment Group (located just to the right of the Scheduler tab) and fill in the appointment information, which includes selecting the course. NOTE: Once you have selected a date and entered a range of time, i.e. 1pm-4pm, be sure to hit GO. This will create equal time slots based on the length you indicated.

3 Create an appointment group

A screenshot of the 'Edit Appointment Group' form in Canvas. The form is titled 'Edit Appointment Group' and has a close button (X) in the top right corner. It is divided into several sections: 'Name' (with a text input field containing 'Office Hours for Group Assignme'), 'Location' (with a text input field containing 'SHPB'), 'Calendar' (with a dropdown menu showing 'CourtneyGarza Sandbox' and a list of courses including 'SP2017 BHS 605-HP', 'IntegrotSystV:Musculoskel/Skin', 'SP2017 HI 600-QL', 'Analysis/Design Hlth Info Sys', and 'EDN117 HI 600-QL'), 'Date' (with a table of dates and times), 'Time Range' (with a table of time ranges), 'Options' (with checkboxes for 'Limit each time slot to 1 users', 'Allow students to see who has signed up for time slots', and 'Limit participants to attend 1 appointment(s)'), and 'Details' (with a text input field). A red arrow points to the 'Go' button at the bottom right of the 'Date' and 'Time Range' sections. A green circle with the number '4' is above the 'Go' button.

Students in the selected course will receive an email that a new appointment group is available. When they log in to Canvas, they will also follow steps 1 and 2 above. Under the Scheduler tab, they will be able to view the appointment group and select an appointment time.



For more information, please contact the [ISS team](#).
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UAB|SHP Instructional Support Services

Learning Resource Center | The University of Alabama at Birmingham
LRC 211 | 1714 9th Avenue South | Birmingham, AL 35294
P: 205.996.1407 | ISSHelp@uab.edu

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