

## 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) +.

The screenshot displays the Canvas Appointment Group interface. On the left, a vertical toolbar contains icons for Home, People, Calendar (marked with a green circle and '1'), Print, and Help. The main calendar area shows a grid for the month of July 2019, with 'SAT' at the top. The date '6' is selected in the first row, and '13' is in the second row. On the right, there is a 'CALENDARS' list with several courses, including 'SU2019 SW 100-QL Intro to Social Work' which is selected (marked with a green circle and '2'). At the top right of the calendar area, there is a '+' button (marked with a green circle and '3') for adding an appointment group.

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.

## Edit Event x

Event
Assignment
My To Do
Appointment Group 4

**Name**

**Date** **Time Range**

Tue Jun 25, 2019

-

X

**Location**

**Calendar**

Select Calendars

Have students sign up in groups.

**Options**

Limit each time slot to  users.

Allow students to see who has signed up for time slots that are still available.

Limit participants to attend  appointment(s).

**Details:**

Cancel

Publish 5


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

[Sign up for a time slot](#) | [Update your notification settings](#)

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



Tue, Jun 25

	1:00pm	<a href="#">Office Hours - Available</a>
	1:30pm	<a href="#">Office Hours - Available</a>
	2:00pm	<a href="#">Office Hours - Available</a>
	2:30pm	<a href="#">Office Hours - Available</a>
	3:00pm	<a href="#">Office Hours - Available</a>
	3:30pm	<a href="#">Office Hours - Available</a>

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For more information, please contact the [IDS team](#).  
View all of our Tuesday Tips on our [SHP/IDS website!](#)

**UAB|SHP Instructional Design & Support**

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