Setting up Advising and Office Hours In Canvas calendar

Another Providence College TLT Creation

Log into your Canvas Dashboard and click the calendar.

On the right-side menu, choose the course you want to schedule

8

9

Nevena DiSala Sandbox	⋮
New Faculty at PC: Teaching with Technology Guide	⋮
Courses	⋮
PACT 22 Integrative Seminar	⋮
PACT 23	⋮
PCSB Retreat 12/12/2022	⋮
Roger Echols Sandbox	⋮
TLT 2023 Summer Institute	⋮
TLT 2023 Winter Institute	⋮
TLT Canvas Training	⋮

▸ UNDATED

🗓 Calendar Feed

15

16

22

23

Click the + sign at the top of the calendar to add a new appointment or office hours

Week | Month | Agenda | +
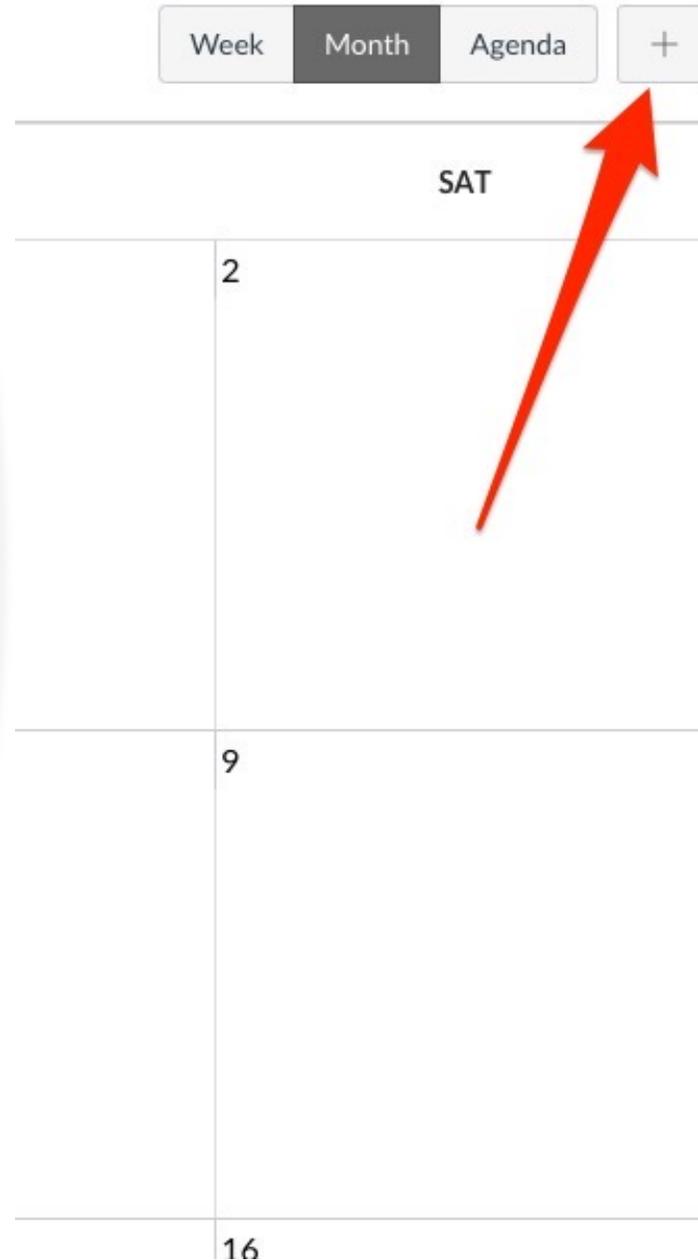
< September 2023 >

27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	**26**	27	28	29	30

SAT

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16

▼ CALENDARS

Nevena DiSala Sandbox ⋮

New Faculty at PC: Teaching ⋮
with Technology Guide

Courses ⋮

PACT 22 Integrative ⋮
Seminar

PACT 23 ⋮

PCSB Retreat 12/12/2022 ⋮

Roger Echols Sandbox ⋮

TLT 2023 Summer Institute ⋮

TLT 2023 Winter Institute ⋮

TLT Canvas Training ⋮

From the pop out window, choose Appointment Group

In this window you will set up the specific details

➢ **Enter the Name of the student**

➢ **Enter the location, physical or virtual**

➢ **Select the calendar that you will schedule**

➢ **Add the date, time and duration of each Advising or Office hour**

➢ **Divide into equal slots of your preferred time**

➢ **Click Publish when finished**

➢ **Choose how many participants can attend per appointment**

➢ **Be sure to click Publish**

Edit Event   ✕

| Event | Assignment | **Appointment Group** |

| | Date | Time Range |

Name

2023-09-28   📅   [   ] - [   ]   ✕

Location

Divide into equal slots of   30   minutes.   Go

Calendar

Options

Select Calendars

☐ Limit each time slot to   [   ] s.

☐ Have students sign up in groups.

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

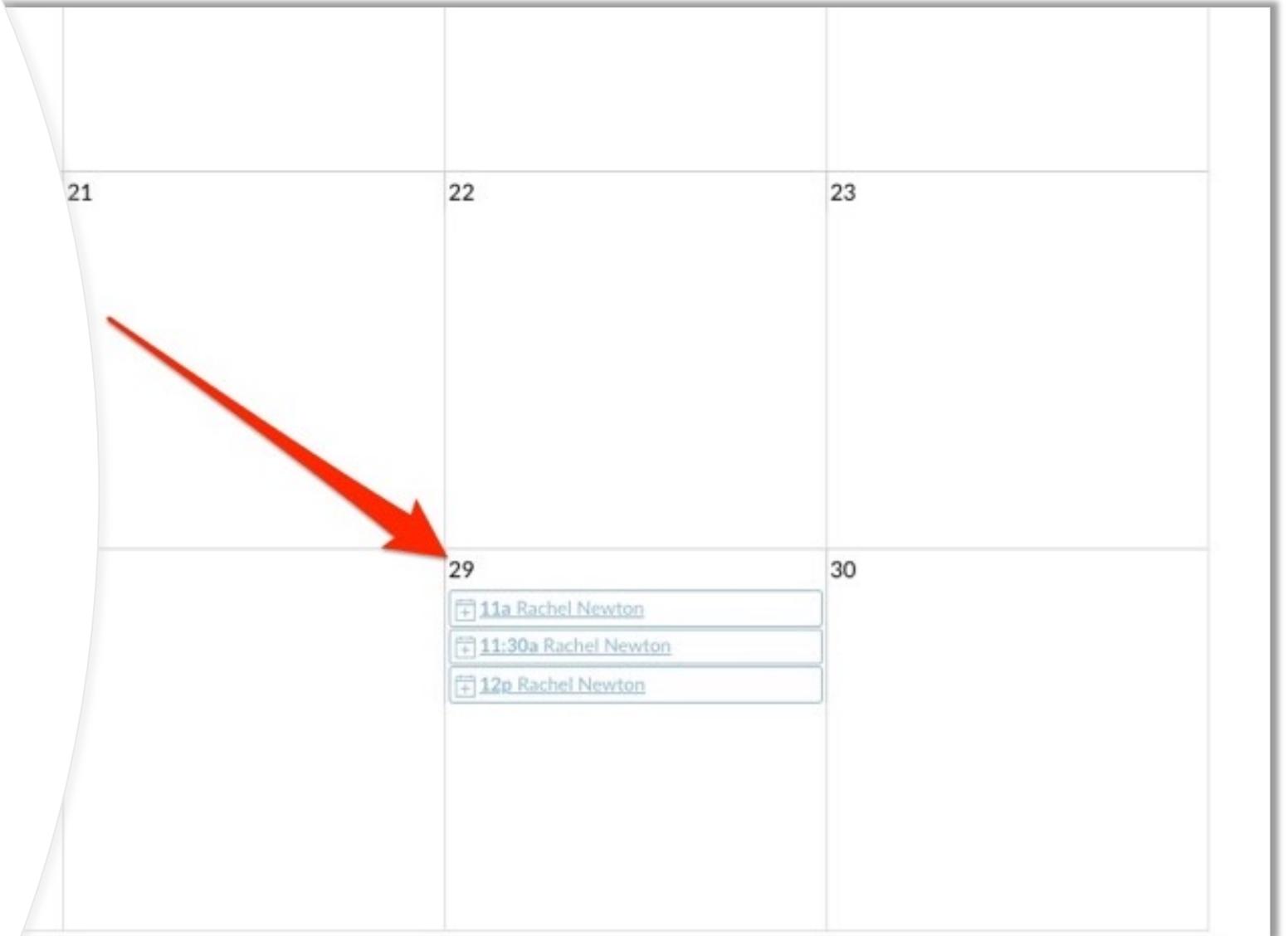☑ Limit participants to attend   1   appointment(s).

Details:

[   ]

Cancel   **Publish**

Your new Advising/Office hours will be created and displayed in your Canvas Calendar.

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