

# All about appointment sign-ups

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This article describes how to create appointment sign-ups for the faculty-student meals program, office hours, and group presentations.

## Table of Contents

- [Creating sign-ups](#)
- [Adding more time slots or changing settings](#)
- [Viewing, editing or canceling an appointment](#)
- [Sending a message to signed-up students](#)
- [How students can find sign-ups](#)
- [Reminding students to sign up](#)
- [Recommended settings](#)
- [Group appointments](#)
- [Questions?](#)

## Creating sign-ups

Go to [Calendar](#)

- Select the correct course calendar on the right side of the screen.

December 2022

Week Month Agenda +

MON	TUE	WED	THU	FRI	SAT
	29	30	1	2	3
	6	7	8	9	10
	13	14	15	16	17

December 2022

27	28	29	30	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	31

CALENDARS

- Test Site 1
- Test Site 2

- Select the + button in the upper right or click on a date.

[Read More](#) →

## Adding more time slots or changing settings

[^Top](#)

You can continue to use a previously-created appointment group, adding additional time slots. Here's how:

- Go to [Calendar](#) in the left navigation bar.
- Click an existing time slot.
- In the [Edit Event](#) pop-up window, select [Group Details](#).

- Use the **Date** and **Time Range** boxes to add the date, start time and end time of any new appointment(s).
- Change the **Location** or **Details** to fill in or update the meeting location, Zoom link, or other overall instructions students should see for any time slot.
- Press **Save**. (Students will be notified of the newly available time slots, based on their **notification preferences**.)

[^Top](#)

## Viewing, editing or canceling an appointment

In Calendar, you'll see available appointments as well as the name of students who are already signed up. To edit or delete an appointment, click on an available appointment.

- To cancel this appointment, click **Delete**. Any attendees listed will be notified and may reserve other available appointments.
- To remove an individual attendee, click the **X** next to that attendee's name.
- To change the maximum number of students who may reserve an appointment, or to add miscellaneous details, click **Edit**, make the changes, and then press **Update**.
- Or to change overall **Location**, **Details**, or default maximum, click **Group Details**. The **Group Details** page will also provide a summary of signups across all appointments, at the bottom of the page.

[^Top](#)

## Sending a message to signed-up students

To send an **Inbox** message to users who have signed up for the appointment, click **Message Students**:

[Read More →](#)

[^Top](#)

## How students can find sign-ups

Here are **instructions** you can provide students on finding these sign-ups:

- Go to Calendar
- Press **Find Appointment** on the far right
- Select from the drop-down list the course to which the appointment belongs and press **submit**
- Click on the preferred date and in the window that appears select **reserve**

Students are notified of new appointment groups, and of changes to existing groups, according to their **notification preferences**.

[^Top](#)

## Reminding students to sign up

Send a message through Canvas to remind students to sign up for an appointment.

- Go to Calendar in the left navigation bar.
- Click an existing time slot.
- In the **Edit Event** pop-up window, click **Group Details**.
- Scroll down to locate **Message Students**.
- A pop-up window will appear with a list of **Users who haven't signed up**. You can type and **Send an Inbox** message to them, or you can optionally use the provided drop-down to choose **Users who have already signed up** or **All users**. (meaning both those students who have signed up, and those who have not).

[^Top](#)

# Recommended settings

These settings are recommended when creating sign-ups.

- Always use **Limit each time slot to \_\_\_ users** to keep the appointment at the desired maximum attendance.
- Unless the appointments are sensitive (e.g., office hours), it's better to check **Allow students to see who has signed up for time slots**. (That setting's especially significant for meals signups.)
- Always choose **Limit participants to attend \_\_\_ appointment(s)**, normally 1 to ensure each student reserves only a single time slot.
- Use **Details** to include additional information, e.g.: **If fewer than 3 students sign up, the appointment will not take place**.

[^Top](#)

## Group appointments

When you use group appointments, only one student per group needs select a time slot for that group. This feature works only if groups, populated with students, already exist on the Canvas page.

- Because groups are open to all members of a course site, you cannot share group appointments across separate Canvas course calendars, or limit them to certain sections.
- Once a group sign-up is published, it cannot later be converted to an individual sign-up, and vice versa.
- Students who have not signed up for a group cannot see team-based appointments.

**Note:** The calendar shows information based on your **currently specified time zone**; if appointments are elsewhere, switch your time zone in Settings while making the sign up, then switch back when you are finished.

## Questions?

[^Top](#)

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