

Calendar and appointment sign-ups

Last Modified on 06/16/2021 10:21 am EDT

This article describes the Canvas calendar, and how to use appointment sign-ups.

Before You Start

You need the following:

- Membership in a course site that has appointment signups
- For group/team-based appointments: An existing group signup or membership (usually found under **People** in the course site)

Using the Calendar

The Canvas **calendar** (not to be confused with MyWharton) displays all your assignments and other course events. You can **filter** your calendar by course, subscribe from **Outlook** or **other apps**.

You can subscribe to your Canvas calendar feed in Outlook, Google calendar, or any application that reads iCal feeds. Canvas also makes a downloadable .ics file available for import, but this will not enable you to receive updates.

Here is some documentation you may find helpful.

- **iOS Devices**: Subscribe to the Canvas calendar feed using the **Canvas for iOS app on an iOS device**
- **Google Calendar**: **Use Google Calendar to subscribe by calendar address** (choose **Add using a link** - the link to use is the **Calendar Feed URL in the Canvas Calendar**)
- **Office365 - Outlook**: **Subscribe to the Calendar in Office 365 Outlook**

Note: At this time, it's not possible to subscribe only to specific courses in the Calendar Feed.

There are so many calendar applications and platforms available that we can't provide instructions for them all. If you are having trouble subscribing to your Canvas calendar, please feel free to write to us and let us know what application, device, and operating system you're using!

Using Appointment Sign-ups

You may receive a notification about the appointment; if not, you can locate the sign-up yourself:

- Click **Calendar** in the left navigation bar.
- Select **Find Appointment**.

Canceling or Changing an Appointment

For appointments where you are allowed only one sign-up, you'll be asked if you'd like to cancel your old reservation in favor of the new one. For all others, click the time slot to make its reservation form appear, then click

Un-reserve and give a reason for the deletion. You can then choose a new time slot.

Group Sign-ups

Certain appointments are intended for group signup, and you cannot see or reserve a slot unless you are already a **member** of a group. A reservation by any member of the group is a reservation for the entire group, so be sure to check with your group before reserving or canceling a reservation.

Questions?

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