

Calendar and Appointment Sign-ups

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

Before You Start

You need the following:

- For appointments: Membership in a course site that has appointment signups and a **web browser** - Currently, students cannot use the Canvas Student app to reserve an appointment.
- 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**).
- **Microsoft365 - Outlook**: **Subscribe to the Calendar in Microsoft 365 Outlook**.

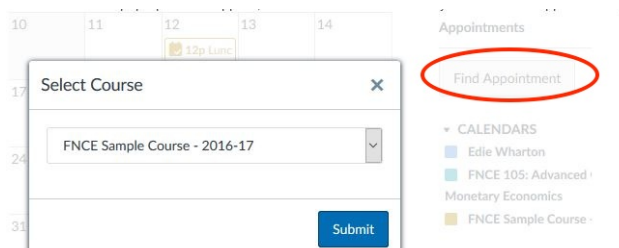
Note: At this time, it's not possible to subscribe only to specific courses in the Calendar Feed.

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!

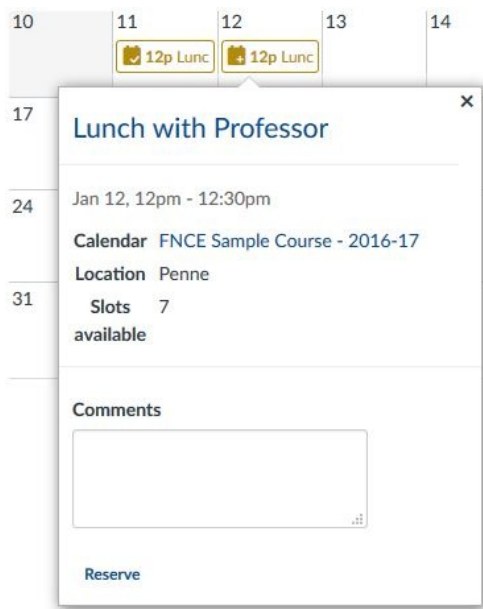
Using Appointment Sign-ups

You may receive a notification about the appointment with a link which will skip steps 1-4 below. Otherwise, you can locate available sign-ups yourself using these steps (easier on laptop/desktop):

1. Click **Calendar** in the global navigation bar.
2. **IMPORTANT**: Click the **Find Appointment button**, usually shown toward the right side (you may need to scroll down the page).
3. If a **Select Course** pop-up box, choose one of your courses offering appointments, then press **Submit**.
NOTE: Courses not offering appointment sign-ups will not be listed.



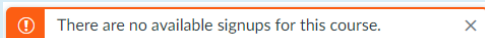
4. Available time slots will be shown with a calendar icon containing a +. Click your preferred time slot, then click **Reserve**.



The time slot you reserved will change its + icon to a checkbox, indicating a successful reservation. The appointment will then appear on your calendar (and, closer to the date, in the **Coming Up** list on your Dashboard).

Notes:

- The *Agenda* view of your Calendar will show the word "Available" next to time slots when doing step 4 above. (The calendar icon filled with a + shows up in any view - *Week, Month, or Agenda*.)
- If all available appointments have been reserved in your section, or if you are trying to sign up for a group appointment when you are not a member of a group, you'll see this message:



- After reserving, in case the appointment still doesn't appear for you, the course with your reserved appointment may be turned off (clear rather than shaded square) in the **CALENDARS** filter. Click the square to reveal calendar details for that course.

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 on your Calendar 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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