Setting up group appointments

Go to Calendar on the Global Menu, then click on the + to create a group.

Select the tab Appointment Group.
Add the Name “Office Hours” and then put your Zoom link in the Location area. Select multiple courses from the Calendar if applicable.

Set your Dates and Times, set any other options needed. Click on Publish.
Students will now be able to see these appointment times on their calendars and sign up for an appointment if needed.

Appointment Groups can also be used for student presentations.

*Created by Debbie Millican, Ed.S.*
*Canvas Champion, College of Health and Human Services, Touro University Nevada*

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