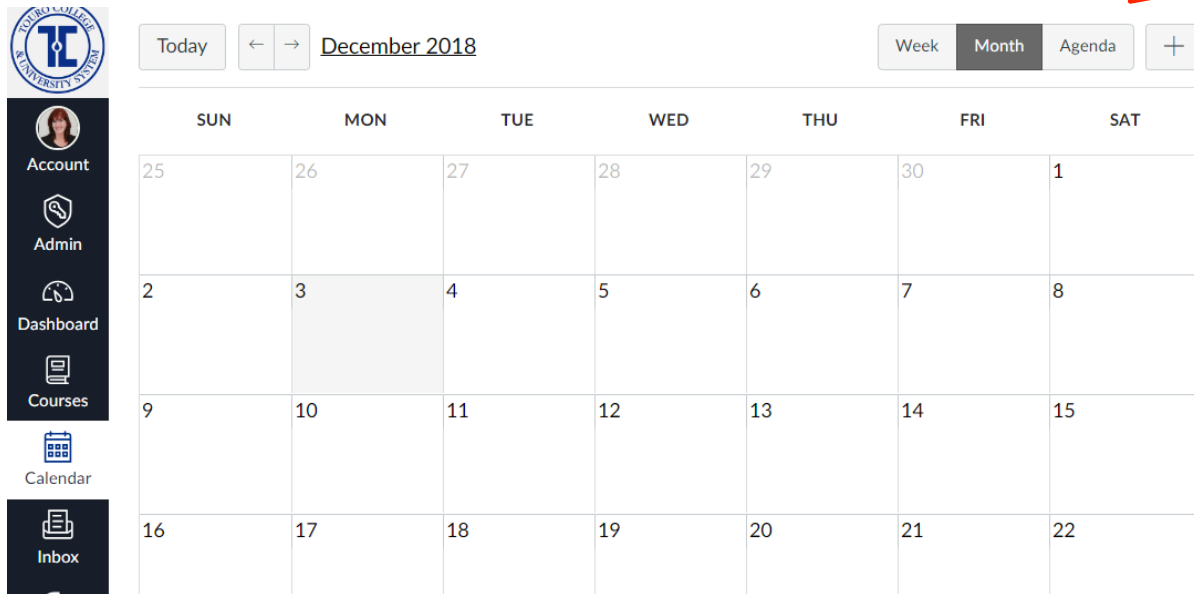


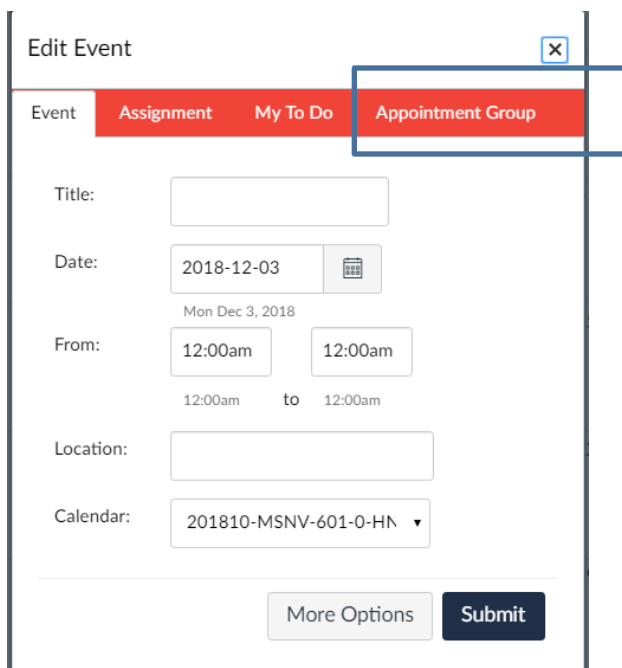
Setting up group appointments

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




The screenshot shows the calendar interface for December 2018. The top navigation bar includes 'Today', navigation arrows, the month 'December 2018', and view options: 'Week', 'Month' (selected), 'Agenda', and a '+' button. A red arrow points from the text above to the '+' button. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Calendar (highlighted), and Inbox. The main calendar grid shows dates from 25 to 22, with columns for SUN, MON, TUE, WED, THU, FRI, and SAT.

Select the tab **Appointment Group**.



The screenshot shows the 'Edit Event' form. The 'Appointment Group' tab is selected and highlighted with a blue box. The form fields are as follows:

- Title:
- Date: 2018-12-03 
Mon Dec 3, 2018
- From: 12:00am 12:00am
12:00am to 12:00am
- Location:
- Calendar: 201810-MSNV-601-0-HN

Buttons: More Options, Submit

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**.

Edit Event ✕

EventAssignmentMy To DoAppointment Group

	Date	Time Range		
Name <input type="text" value="Office Hours"/>	Mon Dec 3, 2018	2:00 PM - 3:00 PM	✕	
Location <input type="text" value="https://zoom.us/j/4529039587"/>	Tue Dec 4, 2018	2:00 PM - 3:00 PM	✕	
Calendar <input type="text" value="201810-MSNV-601-0-HN-OL-11840"/>	<input type="text"/>	<input type="text"/>	✕	

Divide into equal slots of minutes.

Options

- Limit each time slot to users.
- Allow students to see who has signed up for time slots that are still available.
- Limit participants to attend appointment(s).

Details:

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.

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